WV BIRTH TO THREE
MISSING APPOINTMENT DOCUMENTATION

Date of Appointment: _________________________ Time of Appointment: _________________________

Type of Missed Appointment:
☐ Parent Cancellation ☐ Practitioner Cancellation

Reason for Missed Appointment:
☐ Illness ☐ No Reason Given ☐ Scheduling Conflict ☐ Out of Town ☐ Weather Conditions
☐ Family not home for scheduled visit ☐ Other: (explain) _____________________________

Service That Was to be Provided at Today’s Visit:
☐ Evaluation/Assessment ☐ IFSP/IFSP Review ☐ Intervention ☐ Service Coordination ☐ Intake

Today’s Appointment:
☐ has been rescheduled for ____________
☐ was unable to reschedule appointment with family. Will contact at a later date to reschedule.
☐ family chose not to reschedule

NOTE: If appointment was cancelled by practitioner, the practitioner must reschedule the missed
appointment within six months, unless the family chooses not to have the appointment rescheduled. If
the family chooses not to reschedule, that decision must be documented in the child’s educational
record. Practitioners and families are not required to make up visits that are cancelled by families.

Practitioner Name (Print): ______________________________________
Signature: _________________________ Date: _____________

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