

Week 1: Legal Access Readiness Checklist (Parent-Friendly)

Purpose: reduce fear and confusion by organizing what matters now, so your family can act calmly if something happens. This is parent education, not legal or financial advice.

A) Build your '5th Quarter – Family' folder (20 minutes)

- Create a folder on your phone/computer: 5th Quarter – Family (Google Drive, iCloud, or similar).
- Add 6 subfolders: Emergency Contacts, Medical, School, College (when applicable), Documents, Notes.
- Upload what you already have as PDFs or photos. Don't aim for perfect — aim for started.

B) The 3 forms families usually hear about (what to ask for)

- Medical Power of Attorney / Health Care Proxy: who can make medical decisions if needed.
- HIPAA Authorization: who can receive medical updates and records.
- FERPA Release: who can receive education record information from the school/college.

Note: This week's action step: choose your backup decision-maker and write it in your Notes folder.

C) 8 questions to ask your school/coach/athletic trainer (save these)

- If my child is injured, who calls me first?
- Where is the Emergency Action Plan and who runs it?
- Who has medical authority on-site at practices and games?
- If my child goes to the hospital, who goes with them?
- How do you document injuries and who can access updates?
- Who is the point person for medical updates?
- What paperwork do you require from parents right now?
- If my child is 18, what changes in what you can tell me?