
Letter of Intent

A Letter of Intent is a living document that tells a future caregiver everything about your child that only you know. It is not a legal document, and it does not replace a will, a trust, or guardianship paperwork. It is the companion to them: the human detail behind the legal plan. Fill in what you can, keep it somewhere your circle can find it, and update it after any big change.

About my child

Full name

Date of birth

How they like to be described, and what brings them joy

A typical day

Routines, what helps the day go well, and what throws it off.

Health and medical

Diagnoses, medications, providers, allergies, and anything a caregiver must know.

Communication and sensory needs

How they communicate best, sensory sensitivities, and what soothes them.

Education and services

School, IEP or 504, therapies, and services now in place.

Support and behavior

What support looks like, how they respond to stress, and strategies that work.

People who matter

Family, friends, and the circle of support around them.

Legal and financial plans

Note what exists and where documents are kept: guardianship or supported decision-making, power of attorney, SSI, ABLE account, special needs trust, and will.

My vision for their future

Where and how you hope they will live, work, and belong.

Emergency contacts

Name and relationship

Phone and email

Prepared by

Date / Last reviewed

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