



AMOS ADVOCATES
COMMUNITY FOUNDATION

Parenting Plan Worksheet

A practical planning tool for parents navigating two households

About This Worksheet

Use this worksheet to think through the practical details of parenting across two households. It can help organize ideas before mediation, a meeting with an attorney, or a co-parenting discussion. It is not a court order and does not create or change legal rights.

Important: Every family and every court order is different. If you have an existing order, review it carefully. The signed order controls.

1. Family Information

Parent / caregiver 1:

Parent / caregiver 2:

Child(ren):

Current court order date, if any:

School district / school:

What are the most important goals for our parenting plan?

Goal 1:

Goal 2:

Goal 3:

2. Regular Parenting Schedule

Consider the school year, weekends, summers, and periods when school is not in session.

■ Standard Possession Order (SPO)

■ Week-on / week-off

■ Primary household with scheduled periods

■ Other: _____

■ Expanded Standard Possession Order (ESPO)

■ 2-2-3 or other rotating schedule

■ Schedule by mutual agreement

School-year exchange day/time:

Exchange location:

Summer schedule:

Who handles transportation:

If school is closed, dismissed early, or a child is sick:

Plan:

3. Holidays & Special Days

Decide whether holidays alternate, are divided, or follow the existing order. Record exact times when possible.

Holiday / occasion	Plan / parent	Start / end time
Thanksgiving		
Winter / Christmas break		
Spring Break		
Mother's Day		
Father's Day		
Child's birthday		
Parent birthdays		
Religious / cultural holidays		
Other special days		

4. Summer Possession & Vacations

- ☐ Follow existing court order
- ☐ Written notice required
- ☐ International travel addressed

- ☐ Each parent selects vacation dates
- ☐ Out-of-state travel allowed
- ☐ Passport arrangements addressed

Vacation notice deadline:

Maximum consecutive days:

How travel details will be shared:

Passport / travel document plan:

5. Exchanges & Transportation

- ☐ Exchange at school/daycare
- ☐ Neutral public location
- ☐ Parent beginning possession picks up

- ☐ Exchange at a parent's residence
- ☐ Third party may assist
- ☐ Other transportation arrangement

Regular exchange location:

Late-arrival procedure:

Transportation responsibility:

Approved third parties, if any:

6. School & Extracurricular Activities

- ☐ Both parents receive school notices
- ☐ Both may attend school events
- ☐ Share activity schedules promptly

- ☐ Both parents have portal access
- ☐ Discuss new activities before enrollment
- ☐ Address transportation to activities

How school information will be shared:

How activity costs will be handled:

How schedule conflicts will be resolved:

7. Medical, Dental & Mental Health

- ☐ Both parents receive provider information
- ☐ Routine appointments shared in advance
- ☐ Dosage/frequency information shared
- ☐ Mental-health appointments addressed

- ☐ Emergency care information shared promptly
- ☐ Medication travels with child when needed
- ☐ Insurance information accessible
- ☐ Special-needs services addressed

Primary medical provider:

Dental provider:

Therapist / specialist, if applicable:

Medication exchange plan:

8. Parent-Child Communication

Plan reasonable communication with the parent who is not in possession while protecting the child's routine, activities, sleep, and privacy.

Phone/video-call schedule:

Method (phone/video/app):

Missed-call procedure:

Device / privacy expectations:

9. Co-Parent Communication & Boundaries

☐ Text

☐ Co-parenting application

☐ Child-related topics only

☐ No litigation discussions with children

☐ Email

☐ Telephone for emergencies only

☐ No children used as messengers

☐ No negative comments around children

Primary communication method:

Expected response time:

What counts as an emergency:

10. Decision-Making Responsibilities

If a court order already assigns decision-making rights, the order controls.

Topic	Parent 1	Parent 2	Joint / consult	Notes
Education				
Non-emergency medical				
Mental health				
Extracurricular activities				
Religious upbringing				
Other				

11. Child-Related Expenses

☐ School supplies

☐ Extracurricular fees

☐ Uninsured medical expenses

☐ Phones / devices

☐ Other: _____

☐ Uniforms / clothing

☐ Childcare

☐ Tutoring / educational expenses

☐ Travel expenses

How expenses will be divided:

Approval before non-routine expenses:

How receipts/requests are shared:

Reimbursement deadline:

12. Travel & Out-of-Area Issues

Advance notice for overnight travel:

Information to provide:

Out-of-state travel plan:

International travel / passport plan:

13. Special Needs & Unique Family Considerations

Note therapy schedules, disabilities, dietary needs, religious practices, sibling considerations, work schedules, long-distance parenting, safety concerns, or other circumstances.

Considerations:

14. Areas of Agreement

We already agree that:

15. Areas Still to Resolve

Issue 1:

Issue 2:

Issue 3:

16. Questions for an Attorney or Mediator

Question 1:

Question 2:

Question 3:

Question 4:

17. Parenting Plan Action List

Next step	Who will do it?	Deadline	Completed

AACF Educational Resource: General educational information only. This worksheet is not legal advice and does not establish a possession schedule, parenting plan, or enforceable agreement. A signed court order controls.

2026 Standard Possession Order Calendar

Reference calendar prepared by The Law Office of Kesha L. Amos, PLLC

Reference only: Actual possession periods depend on your court order and applicable school calendar. Refer to your signed order for actual dates.

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2026 SPO Calendar

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

* For information purposes only. Please refer to your court order for actual dates.

* Based on HISD academic calendar.

* Mother's Day Weekend

* SPO overnights with non-custodial parent

* Expanded SPO overnights with non-custodial parent

* Expanded SPO overnights on Thursdays during the school year