Co-Parenting Agreement Worksheet

A fill-in worksheet with the topics co-parenting agreements and parenting plans often spell out: the schedule, holidays, exchanges, how parents communicate, decisions, information about the children, expenses, schedule changes and reviewing the plan. Every line is a blank or a [placeholder]: blanks and neutral placeholders only; it does not say what to ask for or agree to.

Your court's form and your current order come first. Many courts require their own parenting plan form or specific wording, and some of these topics may already be decided in your current order. A filled-in worksheet is not an order and is not a contract. Check your court's forms page or self-help center, and consult a licensed attorney where you live if you can.

If there is abuse or a protective order. A co-parenting agreement is not a safety plan. If a protective or no-contact order is in place, its terms on contact and exchanges come first. Do not put anything in this worksheet that conflicts with that order. A local domestic violence advocate can help with safety planning. In danger? Call 911. National Domestic Violence Hotline: 1-800-799-7233, or text START to 88788 (thehotline.org).

How to use it

- Fill in only the topics that apply. Cross out the rest or write "Not covered".
- Write exact details where you can: days, times, places, amounts.
- Use the same names for people and places all the way through.
- Put a draft date and version number on every copy, and keep each version.
- Don't sign or submit anything you don't understand. Ask for time, or ask a licensed attorney where you live.

Agreement details

Parents: [Parent A full name] ("Parent A") and [Parent B full name] ("Parent B")

Children: [first names or initials, and birth years]

Case number, if any: [_____] Draft date: [_____] Version: [__]

1. Regular schedule

Regular parenting time schedule, written out (days, start and end times): _____

School-year schedule, if different: _____

Summer schedule (weeks, notice deadline): _____

Attached calendar, if any: [name of the attached page] _____

2. Holidays and special days

Holiday schedule: [attached holiday worksheet] or written here: _____

Children's birthdays: _____

Parents' birthdays and other family days: _____

3. Exchanges

Regular exchange days and times: _____

Exchange location(s): _____

Who provides transportation: _____

Lateness: how many minutes, and what happens after that: _____

Other adults who may do pickups or drop-offs: _____

Items that travel with the children (medicine, school things, devices): _____

4. Communication between the parents

Channel for non-emergency messages: [for example: text / email / a named co-parenting app]
_____

Reply time for non-emergency messages: _____ hours

What counts as an emergency, and how it is communicated: _____

Other notes on communication: _____

5. Decisions

Day-to-day decisions during each parent's own time are made by: _____

Education decisions are made by: _____

Non-emergency medical, dental and counseling decisions are made by: _____

Activities: how they are chosen: _____

Religious upbringing, if the agreement addresses it: _____

If the parents disagree: _____

6. Information about the children

School: each parent's access to the portal, teachers and reports: _____

Medical: each parent's access to providers and records: _____

Travel: notice, itinerary and contact details shared before a trip: _____

7. Expenses

Expenses this agreement covers (for example: childcare, activities, school costs, uninsured medical): _____

How each expense is shared: _____

How a parent asks to be repaid (receipt, channel) and the payment deadline: _____

Child support, if any, is set by: [your order or your court's process] _____

8. The children's contact with the other parent

Calls or video chats during the other parent's time (days, times, length): _____

Who sets up the call, and on which device: _____

9. Schedule changes

How a change is requested: _____

Notice needed: _____ days for planned changes; _____ hours for short-notice changes

Reply deadline: _____ If there is no reply by then: _____

Make-up time for missed parenting time, if the agreement addresses it: _____

10. Review dates

When the parents will look at how the agreement is working: _____

How changes to this agreement are made: _____

Informal notes on this worksheet do not replace a court order. Check how orders are made or changed where you live, or ask a licensed attorney.

Notes and open questions

General template for organizing your own information. It is not legal advice and not a court-approved form. Court rules and required forms vary by state and county, so check your court's local rules and self-help center. Doing this by hand takes hours: Custody Commander organizes evidence, builds your timeline and exports court-ready PDFs. Free plan with no card, or try Full Suite free for 7 days, at custodycommander.com.