Care circle workbook

Collaborate with the right permissions

Practical planning support only. Not a veterinary diagnosis, official registration or legally recognized travel passport.

1. Choose who can see your puppy record

Share only what each person needs

[ ] 1. List each helper and their role

[ ] 2. Choose read only or contributor access deliberately

[ ] 3. Explain that access may include sensitive personal notes

[ ] 4. Set a review date and revoke access when no longer needed

Open this tool online:
https://puppypassport.theknowledgeformula.com/tools/choose-who-can-see-your-puppy-record

2. Make a pet sitter onboarding plan

Help another person give consistent care

[ ] 1. Share the relevant daily routine before the visit

[ ] 2. Demonstrate where to find agreed care instructions

[ ] 3. Ask the sitter to document meaningful observations only

[ ] 4. Confirm access is removed when the arrangement ends

Open this tool online:
https://puppypassport.theknowledgeformula.com/tools/make-a-pet-sitter-onboarding-plan

3. Prepare a co owner record agreement

Avoid conflicting instructions and duplicate records

[ ] 1. Agree who maintains the primary puppy record

[ ] 2. Decide how corrections will be attributed

[ ] 3. Set sharing limits for private household notes

[ ] 4. Review access whenever responsibilities change

Open this tool online:
https://puppypassport.theknowledgeformula.com/tools/prepare-a-co-owner-record-agreement

4. Document a puppy rehoming handover

Preserve continuity without assuming legal transfer

[ ] 1. Gather current source documents and care notes

[ ] 2. Discuss which history the new family should receive

[ ] 3. Use a private recipient bound transfer process

[ ] 4. Check independent legal keeper and registry obligations

Open this tool online:
https://puppypassport.theknowledgeformula.com/tools/document-a-puppy-rehoming-handover

5. Make a puppy care update for family

Share a useful update without oversharing

[ ] 1. Choose one or two genuine milestones

[ ] 2. Include photos only with permission

[ ] 3. Keep health details private unless needed

[ ] 4. Invite family to ask a question rather than sending constant notifications

Open this tool online:
https://puppypassport.theknowledgeformula.com/tools/make-a-puppy-care-update-for-family