

SCHOOL COUNSELOR REPORT

1. Student Information Sheet:

Name

Admission number

Grade Level

Contact information

Emergency contact details

2. Session Log:

Date

Student name

Session duration

Topics discussed

3. Referral Log:

Date

Referrer

Student name

Reason for referral

4. Communication Log:

Date

Method of communication

Person(s) communicated with

Summary of communication

5. Progress Notes:

Date

Student name

Summary of progress/challenges

Interventions used/recommended

6. Crisis Intervention Log (if applicable):

Date and time of crisis

Student name

Nature of crisis

Actions taken

Follow-up plan

7. Consent Forms:

Date

Type of consent (counseling services, information sharing)

Student/parent signature

Note- It is expected that the school counselor maintains records in either hardcopy or softcopy formats as outlined above. In the event of a student being diagnosed with any differentiated ability, the corresponding diagnosis report should be attached along with the Individualized Education Plan (IEP) if deemed necessary.