

SEMESTER PROGRESS REPORT FORMAT #1

Name: _____ Semester: _____
Address: _____ Birthdate: _____
_____ File #: _____
Parents: _____ Clinician: _____
Telephone: _____ Supervisor: _____
Dates Sessions Attended: _____ Dates Sessions Cancelled: _____

BACKGROUND INFORMATION*

This section, usually 1 paragraph, should describe in chronological sequence:

- 1) History of treatment at the clinic
- 2) Nature of the communication disorder that resulted in admission to the clinic. In cases where more than one specific problem occurs, cite the major disorder first with the secondary difficulties cited and/or being reported as associated or concomitant problems. Description should be specific when possible, can include relevant recent results of standardized tests, as well as baseline data gathered in low structured situations.
- 3) When applicable, related factors (antecedent and consequent events, familial, social, medical, developmental, and psychological).

MAJOR GOALS*, TRAINING PROCEDURES* AND RESULTS**

Long range goals should be stated. Include a description of specific training procedures in sequence (these should be written in past tense). Citations of materials used should be specific: exact titles of books, games, instrumentation should be stated. Types of enforcement used and schedules of reinforcements should be described. Include group therapy procedures when applicable.

PRESENT COMMUNICATION STATUS**

A brief statement summarizing the client's status at the time of the report is written. For example, "Jane continues to present a voice disorder characterized by pitch that is too low, breathiness, and intermittent tension. Vocal abuse continues to contribute to the client's problem, as she has been unable to eliminate screaming at sports events."

RECOMMENDATIONS**

Name, Degree, CCC/SLP
Supervisor

Name, Degree
Graduate Student Clinician

*Written within the first 3 weeks of the semester.

** Written the last 2 weeks of the semester, or within 72 hours if the therapy is terminated before the end of the semester