

# Writing Client Report Forms

After each tutoring session, you will write a brief account of the session. You will also include basic information such as client, length of session, etc. Below is the form the FSU Writing Center uses!

**Add a New Client Report Form**

This form allows you to record post-session information. Questions marked with a \* are required.

<b>Client:</b>	John Student
<b>Date:</b>	July 18, 2017: 5:00pm - 5:30pm
<b>Actual Length of Session:</b>	30 minutes ▾
<b>Staff or Resource:</b>	John Tutor ▾

  

<b>Was the student prepared for their appointment?</b>	Yes ▾
<b>What was discussed in the session?</b>	Why do writing centers (and not just FSU) use Client Report Forms? Reasons include creating a “paper trail,” collecting data, acknowledging trends, promoting continuity between sessions, justifying funding for the program, and tracking attendance
<b>What is the action plan for the student?</b>	Keep in mind the following tips for writing a client report form: make it brief, stay objective/factual, and give some time at the end of the session to fill out the form!
<b>(Optional) I'd like more info on::</b>	<a href="http://writingcenter.nd.edu/faq/faculty-faq/">http://writingcenter.nd.edu/faq/faculty-faq/</a> has an example of a tutor's note from a client report form.

  

<b>Email Options:</b>	<input type="checkbox"/> Email Client Report Form to Client/Student. <input type="checkbox"/> Email Client Report Form to Resource. <input type="checkbox"/> Email Client Report Form to Administrator.
<b>Other Email(s):</b> ⓘ	<input type="text"/>