

THERAPY LOG INSTRUCTIONS

- I use one of these therapy log sheet for each of my students.
- They keep them in a two pocket folder filed under their name in a file cabinet.
- They know the following routine when they come in the room:
 1. sign their name in the binder by the door as an attendance record
 2. retrieve their pocket folder from the file cabinet
 3. remove their log sheet and put it on the table where I sit.
 4. put their folder under their chairs.
- Then I briefly fill out the sheets during the session or at the end with the pertinent information and any observations and return the sheets to the students. They put them back in their folders before the re-file them in the file drawer.
- When the sheet is filled, it is placed in their temporary record and they are given a new one.

Contributed by:

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