

INSTRUCTIONS FOR SCHOOL-BASED THERAPY SOAP NOTE

*At the beginning of the year type out all student goals into the goal box. Make 1 form for each student. This will be time consuming but then you will be set for the whole year! Use the key in the middle of the page to complete fast and efficient notes for each therapy session. You could also modify to have only one sheet per group but I prefer 1 sheet per student. Change the key to fit your individual needs!

Example

Speech Therapy Daily Notation

Name: Jane Doe Mins: 360x9wks Grade: 3rd /Teacher: Mrs. Ramsey

Annual Goal: The student will demonstrate progress toward the acquisition of developmentally appropriate pragmatic skills
Obj. #1: Given a conversation with a peer on a non-preferred topic, Jane will maintain at least 3 conversational turns in 4/5 measured conversations in a structured setting.
Obj. #2: Given a verbal description and visual depiction (cartooning, drawing stick figures, etc.) of a hypothetical social conflict or situation, Jane will describe the likely perspectives/ intentions and/or feelings of the person(s) involved, and be able to do so for 4/5 scenarios presented in a structured speech setting.
Obj. #3: Given an actual social scenario that Jane was a part of, Jane will self-reflect upon what other peer's perspectives/ thoughts/ feelings were toward his own social behavior in 3 out of 5 situations discussed with him
Obj. #4 Given an adult or peer model of various non-verbal cues, Jane will demonstrate comprehension of such cues by explaining the intent or meaning behind the cue (i.e. facial expression, tone of voice, gesture, body stance) in 4/5 modeled instances.

Attendance (S1) (A) 15 mins (B) 30 mins (C) Absent (D) Student Declined (E) Student unavailable due to special school event (F) Teacher requested student not attend (G) Therapist unavailable (H) Holiday/ Inservice	Activity (S2) A1= Discussion A2= Book Activity A3= Card Activity A4= Daily Living Activity A5= Game Activity A6= Oral Motor Activity A7=Role-Playing/ Social Story A8= Worksheet	Therapy Format (S3) T1= drill T2= evaluation T3= imitation T4= spontaneous comm. T5= structured class event T6= structured activity	Setting (S4) S1= collab. in classroom S2= pull out individual S3= pullout group I1= Evaluation I2= Consultation w/ teacher I3= Observation I4= Parent training	Progress (S5) P1= Mastered P2= Most accurate, spontaneous P3=Most accurate, Min. cueing P4= Most acc, Max. cueing P5= Some accurate, spontaneous P6= Some accurate, Min. cueing P7= Some accurate, Max cueing P8= Unable to respond
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Date Attendance	Obj. #	Activity (circle one)	TX Format (circle one)	Setting (circle one)	Progress (circle one)	Data:	Plan:
2/10	B	A1 A2 A3 A4 A5 A6 A7 A8	T1 T2 T3 T4 T5 T6	S1 S2 S3 I1 I2 I3 I4	P1 P2 P3 P4 P5 P6 P7 P8	10/10 = 100% accuracy	Pop-Up Pirate w/ SuperDuper Topic Talk Cards
		A1 A2 A3 A4 A5 A6 A7 A8	T1 T2 T3 T4 T5 T6	S1 S2 S3 I1 I2 I3 I4	P1 P2 P3 P4 P5 P6 P7 P8		
		A1 A2 A3 A4 A5 A6 A7 A8	T1 T2 T3 T4 T5 T6	S1 S2 S3 I1 I2 I3 I4	P1 P2 P3 P4 P5 P6 P7 P8		