**Student Folder Review Checklist**

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| --- | --- | --- |
| **Client’s Name** | **School** | **Term** |
|  |  |  |

**Left Side of Client’s Folder**

|  |  |  |
| --- | --- | --- |
|  | **Document** | **Notes** |
|[ ]  1. Client’s Case Notes/Additional Notes
 |  |
|[ ]  1. FOCUS SAVES Information Page
 |  |
| **To be Included in Case Notes** |
|[ ]  1. Status of Eligibility Documents that Require Updates
 |  |
|[ ]  1. Documentation of Services the Student was Provided
 |  |
|[ ]  1. Termination of Client Services Documentation
 |  |
|[ ]  1. Employment Referral/Assessment Status
 |  |

**Right Side of Client’s Folder**

|  |  |  |
| --- | --- | --- |
|  | **Document** | **Notes** |
|[ ]  1. Intake
 |  |
|[ ]  1. Eligibility Documents (front & back)
 |  |
|[ ]  1. Client Release of Information
 |  |
|[ ]  1. Waiver for Free Interpreter Service
 |  |
|[ ]  1. Employment Referral (Both Vocational & ESOL)
 |  |
|[ ]  1. Child Care Referral (if needed)
 |  |
|[ ]  1. Employment Plan/Assessment Receipt
 |  |
|[ ]  1. SAVES Client Contract
 |  |
|[ ]  1. Class Schedule
 |  |
|[ ]  1. Pre/Post Test Scores
 |  |

**Revised 2/2/2022**