**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**