Small Group Attendance and Session Notes

One page per group: who came, what you taught, what you saw, what comes next

Use student codes, not names. Skills you see, not clinical details or other students' stories.

The group

Group name and topic	Grades	Day and times	Counselor

Attendance

Student code	S1 __/__	S2 __/__	S3 __/__	S4 __/__	S5 __/__	S6 __/__	S7 __/__	S8 __/__	Total of 8	Makeup or catch up
	☐	☐	☐	☐	☐	☐	☐	☐		
	☐	☐	☐	☐	☐	☐	☐	☐		
	☐	☐	☐	☐	☐	☐	☐	☐		
	☐	☐	☐	☐	☐	☐	☐	☐		
	☐	☐	☐	☐	☐	☐	☐	☐		
	☐	☐	☐	☐	☐	☐	☐	☐		
	☐	☐	☐	☐	☐	☐	☐	☐		
	☐	☐	☐	☐	☐	☐	☐	☐		
Present	☐	☐	☐	☐	☐	☐	☐	☐		

Codes: P present · A absent · L late or left early · X no school or event · W withdrew · N not yet joined

Session notes (the group, not individual stories)

#	Date	Focus and objective	Check result	What I saw (skills, group process, no clinical detail)	Follow up and next time
1					
2					
3					
4					
5					
6					
7					
8					

Students to check in with, and why (codes only)

A tracking tool for counseling groups. Use student codes on shared copies and follow your district's records policy.

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Small Group Attendance and Session Notes

One page per group: who came, what you taught, what you saw, what comes next

FILLED EXAMPLE · fictional school, group, students and dates

The group

Group name and topic	Grades	Day and times	Counselor
Calm and Brave (worry group)	3 and 4	Thu, rotating 9:10, 10:40, 1:15	J. Rivera

Attendance

Student code	S1 10/07	S2 10/14	S3 10/21	S4 10/28	S5 11/04	S6 11/10	S7 11/18	S8 12/02	Total of 8	Makeup or catch up
MH-07	P	P	P	P	P	P	P	P	8 of 8	
MH-11	P	P	P	P	P	P	P	P	8 of 8	
MH-14	P	P	A	P	P	P	A	P	6 of 8	S3 catch up 10/28; S7 Dec
MH-19	P	P	P	P	P	P	P	P	8 of 8	
MH-22	P	P	P	P	P	P	P	P	8 of 8	
Present	5	5	4	5	5	5	4	5	38 of 40	

Codes: P present · A absent · L late or left early · X no school or event · W withdrew · N not yet joined

Session notes (the group, not individual stories)

#	Date	Focus and objective	Check result	What I saw (skills, group process, no clinical detail)	Follow up and next time
1	10/07	What is worry; pre survey	5 of 5	All finished 'Worry is...'. Quiet start; MH-22 passed once, then joined.	Pre surveys scored by 10/12
2	10/14	Body clues: name 3 spots	5 of 5	Stomach and chest named most. Good energy with the body map.	Add a movement opener
3	10/21	Calm body tools (B-SMS 7)	4 of 4	MH-07 used five finger breathing again unprompted.	MH-14 catch up; ask Ms. Okafor for test prompts
4	10/28	Fact or guess (B-LS 1)	3 of 5	Two mixed up facts and guesses; needs more examples.	Review fact or guess in S5 opener
5	11/04	Brave self talk	4 of 5	Swaps got kinder as we went. One student wrote but did not share.	Offer written swap option
6	11/10	What I can control (Wed, 11/11 no school)	5 of 5	All placed two worries. Countdown: two meetings after today.	Remind teachers of next Thu
7	11/18	Brave ladder (B-SMS 6)	3 of 4	Most picked a first step; one needs a smaller step 1.	MH-14 ladder check ins in Dec
8	12/02	Toolkit, post survey, goodbye (B-SS 3)	5 of 5	Post survey before celebration. MH-19 asked to keep meeting.	Check ins 12/14, 12/16; booster 01/13

Students to check in with, and why (codes only)

MH-14: missed S3 and S7; brave ladder check ins 12/14 and 12/16.

MH-22: help item went down; name two new adults at school (12/16).

MH-19: asked to keep meeting; offered the 01/13 booster and a visit pass.

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Group Attendance and Progress Summary

One line per student, participation for your report, results, and a records check

The group

Group name and topic | Grades | First and last session | Counselor

Each student: attendance and progress

Student code	Sessions attended	Absences and makeups	Pre	Post	Teacher before	Teacher after	Next step	Notes (no clinical detail)

Next step: N none needed · C check ins · I individual counseling · G another group · T teacher or team plan · R outside referral

Participation for your report

Expected to take part | Actually took part | Finished the group | Present of possible

If numbers differ, a one line explanation | Attendance rate

Results

Average pre and post | Items that went down | Teacher rating before and after

School data (attendance, nurse visits, discipline) | Limits of these results

Records check before you file

- ☐ Codes on shared copies
- ☐ Memory aids kept apart
- ☐ Filed per district policy
- ☐ No other students named
- ☐ Safety notes per procedure
- ☐ Purge date noted
- ☐ Summary has no names
- ☐ Small numbers masked
- ☐ Teacher ratings attached

What the attendance tells me, and what I will change

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