



COUNSELING STUDENT FILE AUDIT TOOL

OCTOBER 2024



Counseling Student File Audit

This document is intended to assist the special education team in determining if counseling services are documented appropriately and are a need.

Student Name: _____

Student STN number: _____

Provide the following information from the current IEP.

Is social/emotional behavior listed as a need on the current IEP: ____ Yes ____ No

List data/narrative to support the need for the current counseling goal/service. (e.g., Goal for social emotional behavior such as self-regulation)

Write the goal below, as documented on the IEP, the counselor supports. (e.g., Goal for social emotional behavior such as self-regulation)

Who is providing the counseling service? Provide their credential. (Policy & Procedure Manual page 159: Counseling services includes services provided by qualified social workers, psychologists, school counselors, licensed professional counselor, or other qualified personnel.)

Provide information regarding the student's current progress towards the goal as document on the most recent progress report:

COUNSELING STUDENT FILE AUDIT

SPECIAL EDUCATION SERVICES



Provide the services for counseling as listed on the current IEP:

Service Provided	Service Type	Number of sessions/length	Start/end date	Provider title	Location	ESY	Contingency



From this review, document any recommendations to the IEP team:

Questions for the IEP team to consider

1. Are additional data/information needed to demonstrate a student's social/emotional behavior need. If no, what changes are needed?

2. Do/does the IEP goal(s) address the student's social/emotional behavior need? If no, what changes are needed?

3. Does the frequency and duration of the above services meet the student's social/emotional behavior need? If no, what changes are needed?

4. Is the student making adequate progress toward the goal(s)? If no, what changes are needed?