



EFFECTIVE SCHOOL CASE MANAGEMENT



Case Conference Record

(Adapted from Swan Education District Student Services, DET, WA)

Student:		DoB:
Parents/Caregivers:		
Relationship to student:		
Address:		
Phone:		
School:		Yr Level:
Date of conference:		
Reason for conference:		
Background:		
Current issues:		
Present		
Name:		Position:
Confidential: Not to be transferred without the District Student Services Team Member's permission		

Action Plan

Student:		Date:	
Who	Action	By When	
Signed			
Name	Position	Signature	
Review Date:			
<i>Confidential:</i> Not to be transferred without the District Student Services Team Member's permission			