



Personal guidance counselling one-to-one record

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Session Number:

School Name:

Student's Name / Identifier:

Guidance Counsellor Name:

Time

Date

This record template has been designed and provided by the National Centre for Guidance in Education (NCGE) for direct use by individual school Guidance Counsellors with students. Information provided on this form is NOT recorded, transferred to or held by NCGE.

Aim of the session (in brief):

Summary of discussions:

(include students report of feelings, thoughts, behaviour and your own observations in brief)

Agreements / actions agreed with the student:

Guidance Counsellor follow-up:

(include actions and referral as appropriate)

Guidance Counsellor Signature

Student Signature

Session length

Additional notes can be made on reverse

Next Apointment



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Additional notes (if required):