



## EFFECTIVE SCHOOL CASE MANAGEMENT



### Case Conference Record

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

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

## Action Plan

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