

## Case Activity Report

Final report; date: \_\_\_\_\_

**You must complete this form on your computer.**

Total service hours (include in final report): \_\_\_\_\_

TREEHOUSE EDUCATION ADVOCATE'S NAME		NAME OF CHILD		DATE OF BIRTH
TREEHOUSE EDUCATION ADVOCATE'S PHONE (AND AREA CODE)		SEMESTER AND SCHOOL YEAR		
TREEHOUSE EDUCATION ADVOCATE'S EMAIL ADDRESS		SCHOOL DISTRICT STUDENT IDENTIFICATION NUMBER		
<b>Current School Information</b>				
SCHOOL DISTRICT	SCHOOL NAME	SCHOOL TYPE	GRADE	DATE ENROLLED
SCHOOL ADDRESS		REASON FOR INITIAL REFERRAL <b>Select one.</b>		
		SPECIAL EDUCATION <input type="checkbox"/> IEP <input type="checkbox"/> 504		
<b>Grades and Coursework</b>				
CUMULATIVE GPA	HS CREDITS EARNED (CUMULATIVE)	CREDITS ATTEMPTED	CREDITS PASSED	
<b>Attendance (mandatory update when this is a primary reason for referral)</b>				
NUMBER OF DAYS ABSENT THIS YEAR	DAYS ABSENT THIS MONTH (UNEXCUSED)		DAYS ABSENT THIS MONTH (EXCUSED)	
<b>Behavior (mandatory update when this is a primary reason for referral)</b>				
OUT-OF-SCHOOL SUSPENSIONS THIS YEAR	DAYS SPENT IN OUT-OF-SCHOOL SUSPENSION THIS MONTH		WAS EXPELLED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>On Track to Graduate (for High School grade youth only)</b>				
<input type="checkbox"/> Yes <input type="checkbox"/> Senior Project on track <input type="checkbox"/> No; if no, identify next steps				
<b>Monthly Update</b>				
ACTIVITY DATES	ACTIVITY	ACTIVITY OUTCOME (REPORTS, CALLS, MEETINGS, INTERACTION WITH THE CHILD AND CAREGIVER, AND CONSULTATIONS)		
<b>FOR EXAMPLE:</b> 05/01/2013 – 05/31/2013	Ed. advocate coordinated credit retrieval and an IEP assessment for John Smith	IEP multi-disciplinary staffing occurred at the school		
<b>Recommendations</b>				

### Closing the Intervention

**Example:** *Lily is an 8th grader at Madrona K-8 this year. Lily was a new student to Madrona this year and it seems that her transition went well. Her biggest challenge academically has been math. Lily benefits from a math tutor as demonstrated by her grade improvement. She reports that she enjoys spending time with her tutor. I recommended to her caregiver that Lily continue working with the tutor throughout the year. Lily's teacher's report that when she is frustrated she often reacts with anger or hostility. Lily and her teacher created a positive behavior support plan to help her manage her unwanted behaviors. This seems to have been helping significantly. Overall, I'm pleased with her progress in math and her improvement in behavior.*

This form is to be completed by the Education Advocate and emailed to the assigned case worker:

- Every month through the duration of a case being open
- Quarterly for cases in "monitoring status."
- A final summary report is provided to the worker when the case is closed.

Please submit within 10 business days of the month following the report period; and copy the regional education lead on each monthly, quarterly monitoring and final report emailed to the assigned case worker.