**Monthly YTP-VR Report for Student**

At the beginning of each month your Vocational Rehabilitation Counselor (VRC) needs to receive a monthly report regarding the students that are currently open with vocational rehabilitation/YTP.

Your monthly report can be sent via email, documenting each students progress. Each student report needs to be sent in a separate email. Or if you type a word document for each student, you can attach all of these into one email. In your email report please include the following information for the month prior:

* Student Name
* Academic update
* Transition activities the student participated in
* Work activities the student participated in
* Student needs
* Student/YTP Specialist concerns

 **SAMPLE MONTHLY REPORT**
**Student Name: Jane Sample**

**Academic Update:**Jane has been doing well in class and continues to work toward graduating this spring with a modified diploma. The SPED teacher reports that she has been struggling with some time management in class but is working toward getting a new binder that will help with organization.

**Transition Activities:**Jane and I have been working together to complete some CIS assessments. We hope to gather some information about careers that she is interested in looking into. We have an informational interview scheduled for next week with the manager at Abby’s Pizza. Jane is interested in taking drivers education this spring.

**Work Activities:**Jane has a meeting next week with the cafeteria staff to determine work duties that Jane can do during 5th period after lunch as a volunteer

**Student Needs:**
Jane is doing well. There may be some needs that arise once she starts volunteering. I will keep you posted**. Examples:** Occupational clothing/shoes, safety gear, bus pass, gas voucher, interview clothes.

**Concerns:**Will be great to determine Jane’s ability to follow instructions once she starts working in the cafeteria. She has great motivation to help but may struggle with multi-tasking.