

College Authorization Case Note

Purpose (specific purpose for meeting)

Assessment:

- Current situation
 - Employment goal:
 - College attending:
 - Releases of information:
 - Class schedule:
 - Number of credits:
 - If not full time, was an exception done?
 - Book list:
 - College terms and conditions:
 - Living situation:
 - FAFSA information:
 - Cumulative GPA:
 - Previous semester successes/challenges:
- Items to be authorized:
 - Tuition:
 - Room/board:
 - Cost of required books:
 - Grants and scholarships:
- Need for exceptions:

Intervention:

- Guidance and counseling provided by:
- Job readiness training provided by (if not pre-ets):
- Pre-employment transition services (list service) provided by:
- Additional services provided:

Plan: (amount to be authorized and not exceed, dates the authorization is effective, set up progress meeting)

- Next meeting scheduled for (if pre-ets -no more than one month out):

Counselor next steps:

Client next steps: