

Sample Student Record Sheet

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Student:	
Supervisee:	Supervisor:
Date:	

Agenda Item	Summary of Discussion	Decisions/ Actions	Responsible Person	Timescale
Experience/information discussed				
Reflections (feelings)				
Analysis (how an understanding of the issues was reached)				
Action Plan				
Signed Supervisor	Date	Copy on Student's record		
Signed Supervisee	Date			