

## CLIENT ATTENDANCE RECORD

Client: \_\_\_\_\_ Clinician: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Sessions Scheduled for: (state day(s) and time): \_\_\_\_\_

Mon	Tues	Wed	Thurs	Fri

Mon	Tues	Wed	Thurs	Fri

Mon	Tues	Wed	Thurs	Fri

Mon	Tues	Wed	Thurs	Fri

Mon	Tues	Wed	Thurs	Fri

**Note: When a client is absent from a regularly scheduled session:**

1. Submit a treatment log for the date of the session that was missed
2. Write on the log that the client was absent and note the reason
3. State the date you have arranged for a “make-up” session.

Mon	Tues	Wed	Thurs	Fri

**You are responsible for offering the client the opportunity to have a “make-up” session in an effort to preserve the continuity of treatment and progress.**

An attendance Record is maintained for each client. At the end of the semester, the Attendance Record is filed in the client’s master folder. Session attended, absences, and make-up sessions are to be included in the above attendance Record. Use the following notations:

Mon	Tues	Wed	Thurs	Fri

**P=present A=absent M=make-up**