



REPORTING FORMS GUIDELINE

The reporting forms and information must be completed and sent in to the Program Coordinator no later than the listed due dates. It is extremely important that these forms are completed and sent in on time, as per our contractual obligations of the program. Your cooperation is greatly appreciated. All forms need to be sent to the Program Coordinator, Penny Oranburg by fax, scan or postal mail. Contact information is listed at the bottom of this page.

FORMS RETURNED DURING SCHOOL YEAR

1. **Student Name and First Meeting Date:** It is very important that the Program Coordinator has the exact **first date** you meet with each student especially since you arrange your schedules with your school counselor.
WHEN: This information needs to be sent immediately or shortly after the 1st meeting.
2. **Student First Survey:** This form gives us the student's initial perspective to his or her own issues, problems, strengths and weaknesses and is completed by the student (with mentor assistance if appropriate) on the **3rd** meeting.
WHEN: This form needs to be completed on the 3rd meeting and sent out as soon as possible after the 3rd meeting.
3. **Mentor Monthly Progress Report-** This form gives us very important information from your perspective about the student's issues & problems and how the sessions are progressing. Fill out one monthly progress report per student every month.
WHEN: These need to be completed at the end of every month and returned on the last day of every month.
4. **Student Early Termination Form** – This form is to be filled out by the mentor if you stop working with their student prior to the end of the school year for any reason (ex., student refusal; student changes schools)
WHEN: This form needs to be completed after your last session with the student and returned as soon as possible.

FORMS RETURNED AT END OF SCHOOL YEAR

1. **Attendance Log:** This is the PBC official school calendar, which designates testing days, early dismissals, holidays, etc. It is to be used by you to record the exact days spent with each student. Place an “X” on each day that you mentor your student. Use one calendar for each student.
WHEN: This form needs to be returned at the end of the school year or after your last session whichever comes first. Remember to send in the Attendance Log for students who terminated early as well.
2. **Student Final Survey:** This form is the exact same as the First Survey and helps us to get an idea of the student's perspective after being in the LTC mentoring program.
WHEN: This form is completed by the student (with mentor assistance if appropriate) on the next to last session and returned at the end of the school term.
3. **Student Satisfaction Survey:** – This form is a more open-ended form than the Final Survey and is completed in addition to the Student Final Survey by the student (if at a grade appropriate level to be able to respond without help)
WHEN: This form needs to be completed on your next to last session and returned at the end of the school term.
4. **Mentor Year-End Program Evaluation:** – This form helps us to make changes or improvements in LTC.
WHEN: This form needs to be completed at your final session and returned at the end of the school term.

*Please return all forms to: Program Coordinator, Penny Oranburg, MS, LMHC
909 Fern Street West Palm Beach, FL 33401
T: 561-832-3755 F: 561-660-8000
poranburg@mhapbc.org*