Confidential **Chicago Public Schools** Confidential

Student Health Services Progress Notes

Last Name	Middle	First Name	School

I.D. Number	Birth Date	Chronological Age	Grade

Date			Type of Session		Notes
M	D	Y	I Individual	G Group	

- Provider's full signature is required after each entry. Entries made by interns and assistants must include the full signature of the supervising clinician.
- Registered Nurse must co-sign the progress notes of all LPN's, nurse interns and nursing students.
- When making corrections, only a single line should be drawn through corrections along with initials.
- Progress notes are legal documents and subject to disclosure in legal actions.
- Progress notes must be retained in the student's temporary file for up to five years after the student's graduation.