

The Anecdotal Record

Please use the anecdotal record to document problem behaviors as they occur. This method of formative evaluation is useful in providing students with feedback on their behavior. It is most often used with affective problems but is also very useful in documenting recurrent issues in the psychomotor or cognitive domains. Thorough documentation of all problem behavior(s) is essential. The student's signature on this form is required for legal purposes. Please keep these few guidelines in mind:

1. Document the behavior as soon as it occurs.
2. Set up a meeting with the student and discuss the behavior openly.
3. Assure the student that this feedback is intended to help him/her improve.
4. Inform student that should the behavior continue, it will be reflected on the midterm and/or final assessment of his/her performance.
5. Inform the student if the CCCE and/or ACCE has been notified.
6. Include both the CI and the student signature. (The student's signature does not imply that they agree; it means only that they have seen the document.)

(Reproduce this document as needed.)

The Anecdotal Record

Student's Name: _____ **Date:** _____

CI/Evaluator Name: _____

Setting: (Place, persons involved, atmosphere, etc.)

Student Action or Behavior:

CI Interpretation of Student Behavior:

Student's Signature

CI/Evaluator Signature

Student's Comments: