

Department of Educational and Counselling Psychology Psycheducational and Counselling Clinic

Inventory of Forms/Documents

Trainee Name:	Client Code: Trainee McGill ID:
Note: Place forms in the order of 1-20 when submitting your client file(s) for review (i.e., <i>Test/Assessment Protocols</i> on the bottom of your file, and <i>Course Instructor Attestation</i> on the top of your file.)	
1. □ Course Instructor Attestation 2. □ Discontinuation of Services 3. □ Termination Report (Counselling) 4. □ Psychoeducational Report (Assessment) 5. □ Request for Fee Reduction 6. □ Payment History 7. □ Copies of Receipts and Cheques 8. □ Case Chronology 9. □ Session Notes 10. □ Client Video Recording/DVD Inventory	11. □ Authorization for Audio/Video Recording 12. □ Permission to Visit School 13. □ Incident Report 14. □ Authorization to Transfer File 15. □ Authorization to Release Confidential Information 16. □ Authorization to Obtain Confidential Information 17. □ Intake Report (Counselling) 18. □ Informed Consent 19. □ Request for Service Form 20. □ Test/Assessment Protocol(s) & Other Documents (List below):