



**SACRAMENTO  
STATE**

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**INITIAL CASE / FINAL CASE / ASSESSMENT REPORT  
Spring / Fall Semester 20xx**

Client Name:  
Date of Birth:  
Age:  
Parents:  
Address:

File #:  
Date of Report:

Phone:

Graduate Clinician:  
Clinical Instructor:

Diagnosis (-es):

**Background**

*Background information should include: demographic information; referral source; history.*

*Adult history – medical information (including medications); current health status; work, family and other pertinent information for treatment*

*Child history – birth, developmental and educational history; medical information (including medications); current health status; family and other pertinent information for treatment*

**Assessment**

*Voice: clinician's perception of voice; instrumental assessment data*

*Fluency: percent disfluent; description of disfluencies and concomitant behaviors (if any)*

**Treatment Goals and Progress**

*Description of previous treatment and progress (if applicable)*

**Baseline:** *Report baseline data/information for Goal 1*

**Goal 1:**

- Objective 1:
- Objective 2:
- Objective 3:
- Procedures and Progress

**Baseline:** *Report baseline data/information for Goal 2*

**Goal 2:**

- Objective 1:
- Objective 2:
- Objective 3:
- Procedures and Progress

**Baseline:** *Report baseline data/information for Goal 3*

**Goal 3:**

- Objective 1:
- Objective 2:
- Objective 3:
- Procedures and Progress

(Cont. as appropriate)

**Recommendations**

It is recommended that..... Future treatment goals may include, but are not limited to the following:

1. *proposed Tx Goal 1*
2. *proposed Tx Goal 2*
3. *(continue as appropriate)*

\_\_\_\_\_  
First / Last Name, B.S./B.A.  
Graduate Clinician

\_\_\_\_\_  
First / Last Name, M.A./M.S./Ph.D., CCC-SLP  
Clinical Instructor

**Additional Guidelines:**

1. Font type/size: Garamond / 12pt (Garamond is a Sac State authorized font)
2. Header: (right align) File # xxxxx and page x of y
3. Footer: (centered) CONFIDENTIAL STUDENT REPORT
4. Margins: Top = 1", Bottom = 0.5", Left = 1" and Right = 0.7"