

## Recording Advising Reports and Notes

Th

## With FERPA in mind:

! Assume students, parents, or the general public will read anything and everything you have written.

! When writing your advising reports and notes, ask yourself the following questions:

1. Is this something the student would want other people to know?
2. Is this something another advisor would need to know? Why?
3. Is this something that is within my scope of practice to say? Do I have the necessary training, and is this something germane to my area of professional expertise?
- 4.



Record referrals made and resources shared