



WV Public Service Training

Student Counseling and Guidance Documentation Form

Purpose of this form It is not necessary to document all informal counseling and guidance provided by a WV Public Service Training Instructor to each student. This form is to be used when the instructor feels a need to formally document counseling or guidance to a student, or if the WVPST Coordinator asks an Instructor to complete the form. This form should be submitted to the WVPST Coordinator for review. The form will be scanned into the course folder for recordkeeping. Instructors can maintain a copy of this completed form. This completed form is not intended to be retained by the student, however at the discretion of the course instructor the contents can be reviewed with the student.

Name of Student	
WVPST Course name and location.	
WVPST Course Number (if assigned at the time this form is completed)	
Date this form was completed	
Provide details of the Counseling or Guidance Continue on the back of this form or attach additional sheets if necessary. Other documentation can be attached.	
Printed Name of Instructor	
Signature of Instructor	Date signed
Signature of PST Coordinator	Date signed
Check here if this is a follow-up to a previous form. <input type="checkbox"/>	