

Print Counseling Meetings

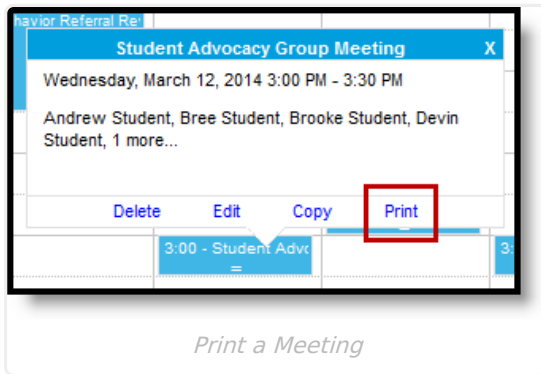
Last Modified on 03/11/2024 8:45 am CDT

Classic View: Student Information > Counseling > Meetings

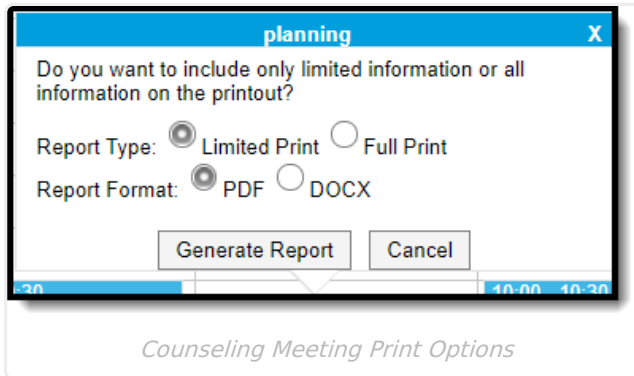
Search Terms: Counseling Meetings

Print an individual meeting beforehand to take notes, or print afterwards for record-keeping purposes.

To print a meeting, click on the meeting in your calendar and then click **Print**.



If you own the meeting or have meeting administrator tool rights, options display for **Limited Print** or **Full Print**. The report can be generated as either a **PDF** or **DOCX** format.



Limited Print includes only the date and location of the meeting and a space for taking notes on the Agenda. This format could be useful for distributing to students or mailing to participants who don't have a Portal account or an email address.

Meeting Agenda
Generated on 03/19/2014 01:53:18 PM
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College Check In

Location
Counseling Offices

Date & Time
Thursday, March 6, 2014 11:00 AM - 11:30 AM

Agenda

Discuss Andrew's progress in finding and applying to colleges.

Limited Print

Full Print includes all the information entered for the meeting.

Module: Counseling
Owner: Administration
Meeting Agenda
Generated on 03/19/2014 01:53:18 PM
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College Check In

Location
Counseling Offices

Date & Time
Thursday, March 6, 2014 11:00 AM - 11:30 AM

Purpose
College Counseling
Other: _____

Agenda

Discuss Andrew's progress in finding and applying to college.

Outcome
Follow Up Meeting Planned
Other: _____

Meeting Minutes

Discuss of area colleges and a few out of state.
Set a goal for Andy to identify 5 colleges he'd like to apply to and bring their application with him to our next meeting.

Participants

Name	Role	Invited	Attended
Administration, Administration	Counselor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student, Andrew Thomas	Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Full Print

Users who do not have access to meetings but can view a student's [Contact Log](#) have the option of printing basic meeting information from there.