

Print Counseling Meetings

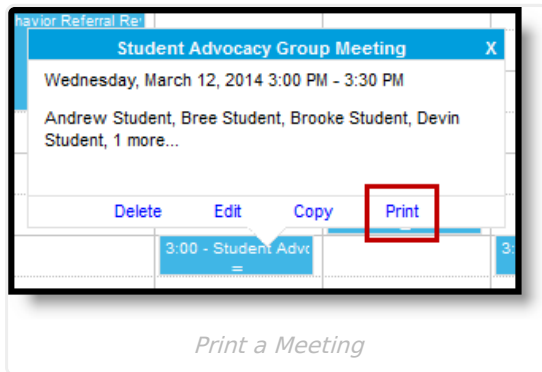
Last Modified on 12/14/2025 8:45 pm CST

Classic View: Student Information > Counseling > Meetings

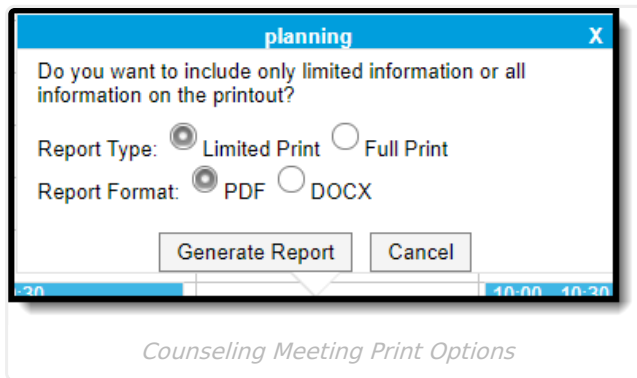
Search Terms: Counseling Meetings

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 01:53:16 PM Page 1 of 1
<p>College Check In</p> <p>Location Counseling Offices</p> <p>Date & Time Thursday, March 6, 2014 11:00 AM - 11:30 AM</p> <p>Agenda</p> <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p>Discuss Andrew's progress in finding and applying to colleges.</p> </div>		

Limited Print

Full Print includes all the information entered for the meeting.

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<p>College Check In</p> <p>Location Counseling Offices</p> <p>Date & Time Thursday, March 6, 2014 11:00 AM - 11:30 AM</p> <p>Purpose College Counseling</p> <p>Other</p> <p>Agenda</p> <div style="border: 1px solid black; padding: 5px; min-height: 40px;"> <p>Discuss Andrew's progress in finding and applying to colleges.</p> </div> <p>Outcome Follow Up Meeting Planned</p> <p>Other</p> <p>Meeting Minutes</p> <div style="border: 1px solid black; padding: 5px; min-height: 40px;"> <p>Discuss and area colleges and a few out of state. Get a goal for ready to identify 5 colleges he'd like to apply to and bring their applications with him to our next meeting.</p> </div>																						
<p>Participants</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Role</th> <th style="text-align: center;">Invited</th> <th style="text-align: center;">Attended</th> </tr> </thead> <tbody> <tr> <td>Administration, Administration</td> <td>Counselor</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Student, Andrew Thomas</td> <td>Student</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>			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"/>
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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.