

PSYCHED SERVICES KEY COMPONENT CHECKLIST:

COMPREHENSIVE, STRENGTHS-BASED, USER-FRIENDLY REPORT WRITING

Welcome!

We're Psyched to share our Key Components Checklist.

This checklist provides a structured process for school psychologists to self-evaluate their report writing and ensure that their reports are comprehensive, strengths-based, and user-friendly. Use this document in conjunction with our Psyched Services Assessment Matrix, Psyched Services Report Writing Style Guide, and Psyched Services Implementation Guide: Comprehensive, Strengths-Based, User-Friendly Report Writing to increase competence, confidence, and efficiency within your work.

KEY COMPONENTS CHECKLIST

Comprehensive, Strengths-Based, User-Friendly Report Writing

Note **1** for met, **0** for not met | Summarize scores at the bottom and calculate %.

School Psychologist:

Name of Student:	Resources:	Score:
1) The report represents a comprehensive evaluation composed of assessment in each area as required by state or local guidelines.	Refer to the Psyched Services Assessment Matrix	
2) Areas of strength are included in the background, observations, body of the report, and summary.	Refer to the Psyched Services Implementation Guide: Comprehensive, Strengths-Based, User-Friendly Report Writing	
3) The recommendations section includes information and suggestions as to how the student's individual strengths can be leveraged in intervention planning.	Refer to the Psyched Services Implementation Guide: Comprehensive, Strengths-Based, User-Friendly Report Writing	
4) The report is written for parents and educators, is user-friendly and results-oriented, and uses up-to-date language and terminology.	Refer to the Psyched Services Report Writing Style Guide page 1	
5) The report uses complete sentences; specific, descriptive, and professional language; active voice; and correct verb tense.	Refer to the Psyched Services Report Writing Style Guide pages 2-3	
6) The report includes correct use of titles, gendered pronouns, person-first language, and emotionally neutral expressions.	Refer to the Psyched Services Report Writing Style Guide pages 4-5	
7) The report includes correct use of abbreviations and acronyms and does not have contractions unless part of a direct quote.	Refer to the Psyched Services Report Writing Style Guide pages 5-7	
8) The report includes correct use of capitalization and punctuation.	Refer to the Psyched Services Report Writing Style Guide pages 8-9, 10-19	
9) The report includes correct use of numbers, dates, and time.	Refer to the Psyched Services Report Writing Style Guide pages 20-22	
10) The report is correctly formatted.	Refer to the Psyched Services Report Writing Style Guide pages 2, 23-24	
Sum		
Out of		
Percentage		