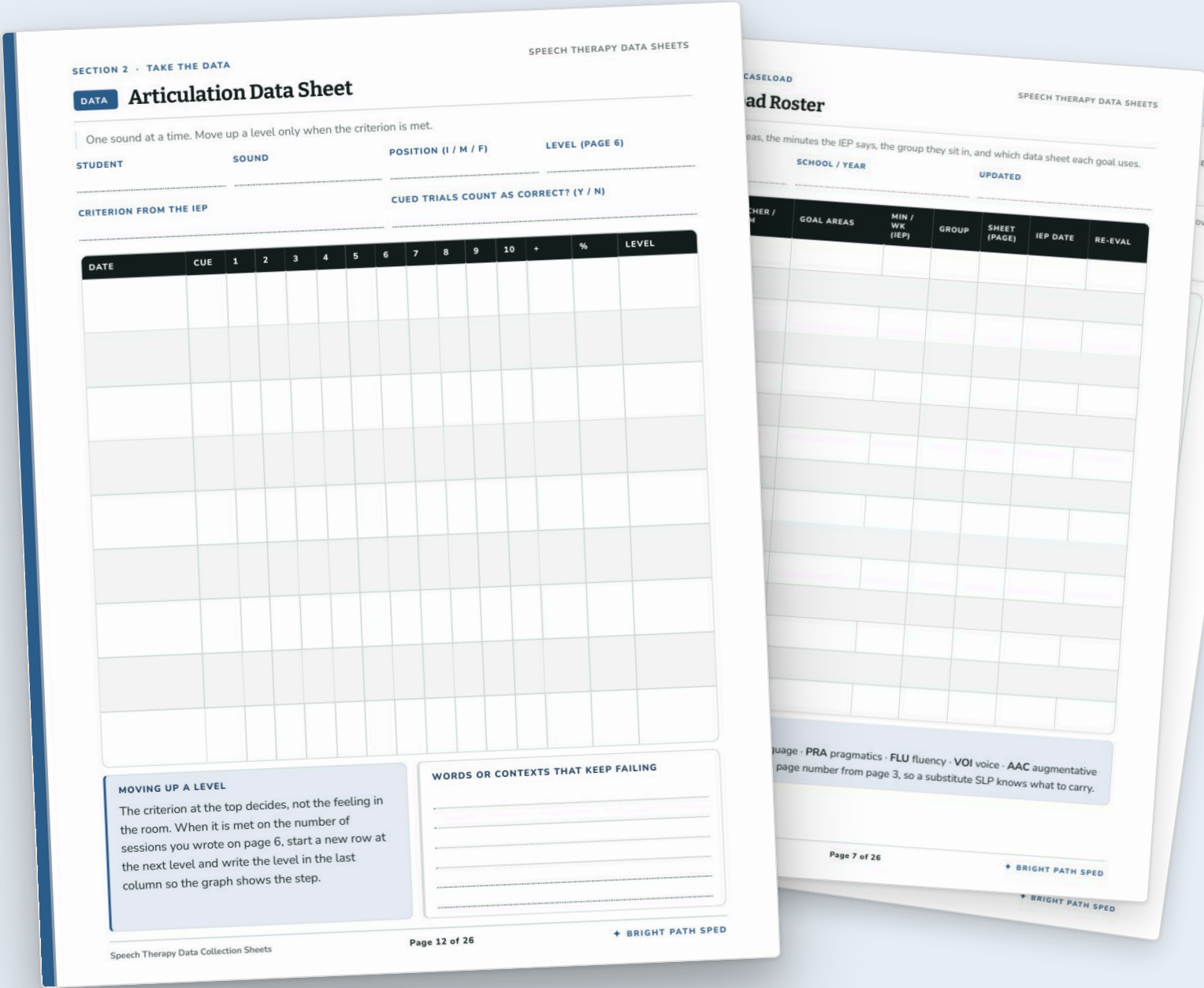


Speech Therapy Data Sheets



What Is Inside, and Where

26 pages: three sections and a worked example. Nothing here decides a cue level, a criterion, or a status code for you; every one of those is a blank you fill in from your own practice or the IEP.

Before you begin

PAGE 4



**Start Here —
Three Steps**
START HERE

4

01 Set Up the Caseload

PAGES 6–8



**Code Key and Cue
Levels**
SETUP

6



Caseload Roster
ROSTER

7



**Weekly Therapy
Schedule**
SETUP

8

02 Take the Data

PAGES 10–16



**Attendance and
Make-Up Log**
LOG

10



**Individual Session
Data Sheet**
DATA

11



**Articulation Data
Sheet**
DATA

12



**Articulation Word
Tally**
DATA

13



**Language Trial
Data Sheet**
DATA

14



**Group Session
Data Sheet**
DATA

15



**Rating Scale Data
Sheet**
DATA

16

03 Track, Report and Share

PAGES 18–25



**Cumulative
Percent Tracker**
TRACKER

18



Progress Graph
TRACKER

19



Session Notes
NOTES

20



**Quarterly
Progress
Summary**
REPORTING

21



**Speech Home
Note — Family
Update**
NOTES

22



**Classroom
Carryover Check-
In**
NOTES

23



**Progress Note
Phrase Bank**
REFERENCE

24



**An Articulation
Sheet and a
Session Note,
Filled In**
EXAMPLE

25

☆ START HERE

Start Here — Three Steps

Ninety seconds of reading. Type the roster, schedule and sheet headers once; the trial marks themselves are faster with a pen.



1

Set up once

Open the file in Adobe Acrobat Reader (free) or Preview on a Mac — not a browser tab, which may fill fields and then not save them.

Type the code key (page 6), roster and schedule once at the start of the year. **Save As** per student before typing session data; the original stays blank.



2

Take the data every session

Pick the sheet the goal's wording matches: a trial count, a word tally, a language target, a group, or a rating — the contents page names the page for each.

Type the headers once per student; the trial marks themselves (a plus, a minus, a cue code) are faster with a pen during the session.



3

Roll up and share

Copy the percent onto the tracker (page 18) the same day, and plot the graph (page 19) once a week.

The family note (page 22) and the classroom check-in (page 23) are ready to send as soon as the data sheet is filled — no separate write-up.

WHAT THIS FILE IS

A fillable PDF. The fields are built into the document itself, so it works offline with no account or subscription and looks the same on every machine that opens it.

WHAT THIS FILE IS NOT

It is not a Google Sheets file, a Google Doc, or an Excel workbook, and it does not calculate percents or draw the graph. You can type in it and print it; you cannot drag the boxes around or restyle the page.

THE RULE EVERY PAGE IN THIS FILE FOLLOWS

Not a therapy program, not word lists, not goals, and not a screener. Nothing here says which cue to use, when to move up a level, or what counts as mastery; you write those in, from the IEP and your own judgment. The sheets only make sure the number gets written down.

IF SOMETHING DOES NOT WORK

The text disappears when I close it. It was opened in something that fills fields but does not save them.

Open it in Acrobat Reader and use Save As.

I need more trials than a sheet holds. Use two rows for the same target and add the pluses; the percent is still pluses divided by trials given.

Anything else — the **Ask a Question** tab on the product page. Every question is read, and a fix to the file is a free update.

CONFIDENTIALITY, AND WHERE THIS FILE LIVES IN YOUR CASELOAD FOLDER

A filled-in sheet is a student record: initials only on anything that leaves your hands, first name only on the family note and the carryover sheet. Print the code key, roster and schedule once and keep them at the front; the tracker, graph and quarterly summary stay on top of each student's data sheets so the trend is the first thing anyone finds.

02

Take the Data

Seven data sheets for the way a session actually runs — one student or a group, a trial count or a rating — plus the attendance and make-up log an SLP with three buildings is asked for by name.

IN THIS SECTION

Attendance and Make-Up Log	10
Individual Session Data Sheet	11
Articulation Data Sheet	12
Articulation Word Tally	13
Language Trial Data Sheet	14
Group Session Data Sheet	15
Rating Scale Data Sheet	16



DATA

Articulation Data Sheet

One sound at a time. Move up a level only when the criterion is met.

STUDENT	SOUND	POSITION (I / M / F)	LEVEL (PAGE 6)

CRITERION FROM THE IEP	CUED TRIALS COUNT AS CORRECT? (Y / N)

DATE	CUE	1	2	3	4	5	6	7	8	9	10	+	%	LEVEL

MOVING UP A LEVEL

The criterion at the top decides, not the feeling in the room. When it is met on the number of sessions you wrote on page 6, start a new row at the next level and write the level in the last column so the graph shows the step.

WORDS OR CONTEXTS THAT KEEP FAILING

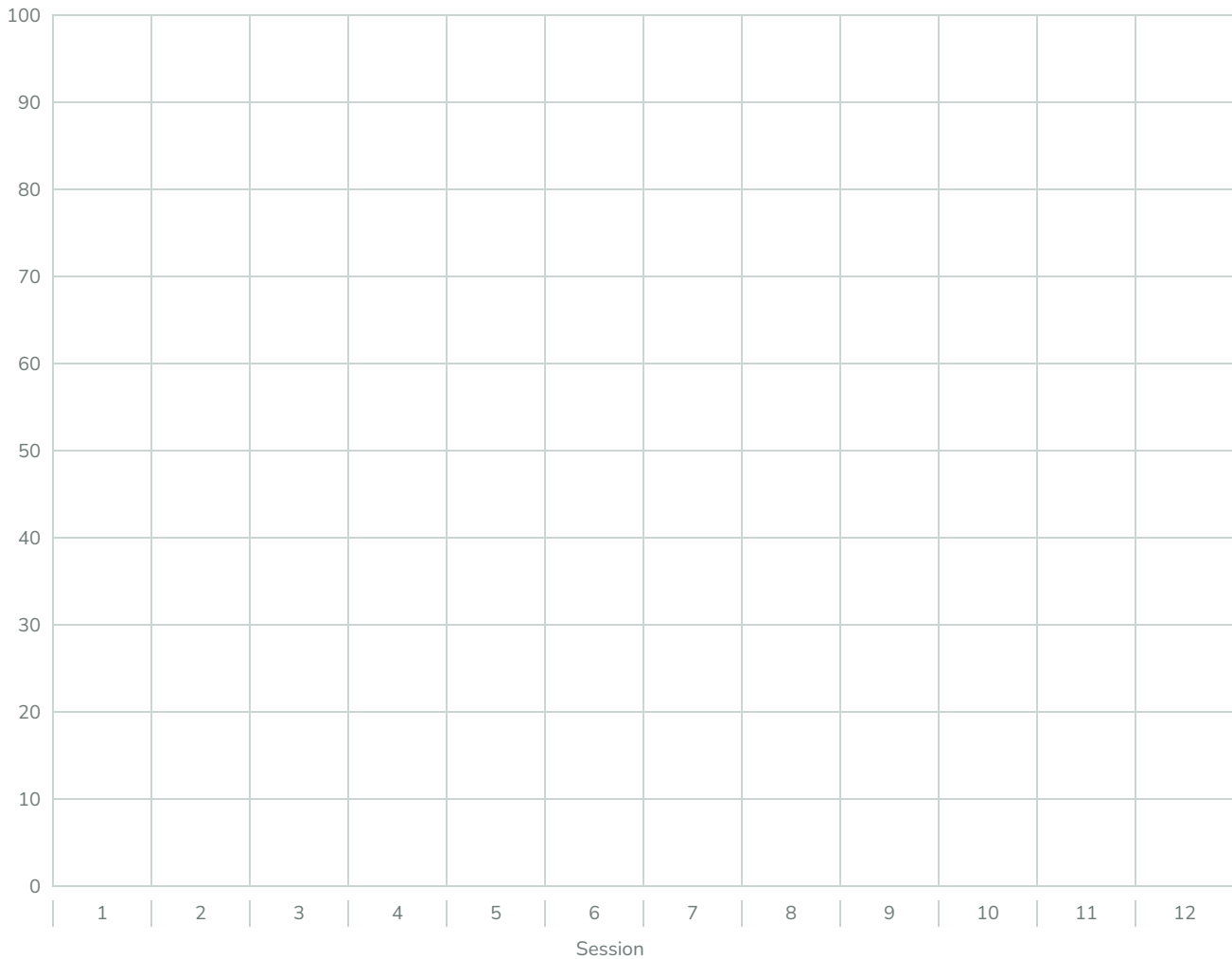
 TRACKER

Progress Graph

Plot the tracker. The aim line is the criterion from the IEP; the dots are the sessions. Three dots below the line in a row is a conversation, not a wait.

STUDENT	GOAL (SHORT)	CRITERION / AIM

PERCENT CORRECT (OR RATING X 25)



SESSION	1	2	3	4	5	6	7	8	9	10	11	12
Date												
%												
Level												

READING IT

Draw the aim line at the criterion first. Three dots under it in a row: change the cue, the level or the materials and mark the session number on the tracker. Three over it in a row: move up a level. A flat line at the same level for six sessions is a conversation with the team, not a longer wait.

 **NOTES**

Speech Home Note — Family Update

Goes home after a session, ready to send as printed or typed. No jargon, no percents — the data sheet already has those.

STUDENT	DATE	FROM (SLP)

TODAY WE WORKED ON

In plain words, no codes or percents.

.....

.....

.....

.....

SOMETHING THAT WENT WELL

.....

.....

.....

ONE THING TO PRACTICE THIS WEEK (TWO MINUTES, AT HOME)

.....

.....

.....

WORDS OR SOUNDS WE ARE PRACTICING (SAY THEM TOGETHER)

.....

.....

.....

WE PRACTICED (INITIAL THE DAY)

MON	TUE	WED	THU	FRI	SAT	SUN

QUESTIONS? BEST WAY TO REACH ME	SIGNATURE (FAMILY), IF YOUR SCHOOL ASKS FOR IT
.....	

EXAMPLE

An Articulation Sheet and a Session Note, Filled In

SAMPLE · INVENTED STUDENT

Mateo is invented, and so is every mark on this page. Every number in the summary can be re-counted from the rows above it.

ARTICULATION SHEET (PAGE 12) — MATEO, KINDERGARTEN, /S/ INITIAL (INVENTED)

Criterion from the IEP: 80% at the word level across three consecutive sessions · **Cued trials count as correct:** N (M and V rows count only the pluses)

DATE	CUE	1	2	3	4	5	6	7	8	9	10	+	%	LEVEL
Oct 2	M	+	+	–	+	M	+	–	+	+	M	6	60	Word
Oct 4	M	+	+	+	–	+	+	M	+	+	+	8	80	Word
Oct 9	V	+	+	+	+	–	+	+	+	+	+	9	90	Word
Oct 11	V	+	+	+	+	+	+	–	+	+	+	9	90	Word
Oct 16	V	+	–	+	–	+	M	+	–	+	+	6	60	Phrase

Oct 9 and Oct 11 were the second and third sessions at or above 80%, with Oct 4 the first; criterion met on Oct 11 and the level moved to phrases on Oct 16, where the percent dropped to 60 as expected. The level column is why that drop reads as progress on the graph, not as a problem.

ATTENDANCE LOG (PAGE 10) — OCTOBER, AND THE QUARTERLY SUMMARY ROW (PAGE 21)

STUDENT	OWED	SEEN	MISSED: DATE / CODE	MADE UP
Mateo R.	8	Oct 2, 4, 9, 11, 16, 18, 25, 30	Oct 23 / S (field trip)	Oct 30

GOAL (SHORT)	BASELINE (DATE)	CURRENT LEVEL (DATE)	STATUS	ONE SENTENCE FOR THE REPORT
/s/ initial, words → phrases	20% words, M cue (Sep 8)	90% words (Oct 11); 60% phrases, V cue (Oct 16)	SP	Met the word-level criterion Oct 11; now working at the phrase level with a verbal cue.

SESSION NOTE (PAGE 20) — OCT 16

Targeted, and the data: /s/ initial, first session at phrase level (“see the ____”), verbal cue, 6/10. **Response:** self-corrected twice without a cue; lost the sound when the phrase had /s/ twice. **Plan:** keep phrase level, carrier phrases with one /s/ only, send the home note with five carrier phrases.

WHY THIS IS ENOUGH

Every decision on this page came from a number that was already written down: the move to phrases from three rows at 80% or above, the plan from the two trials that failed, the make-up from the attendance log. The quarterly summary in December is a copying job.