GUIDELINES FOR ADVISING REPORTS

FERPA
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

As with any document containing a student’s personally identifiable information, Navigate advising reports are part of a student’s education records and are subject to FERPA. Please visit HERE for more information.

USE OBJECTIVE WRITING
MAINTAIN APPROPRIATE LEVELS OF DISCLOSURE

- Fact-based, descriptive notes convey the unique dynamics of each student advising contact.
- Narrative notes are encouraged for readability and nuanced circumstances, but bulleted summaries can also be effective.
- Exercise care when recording information, conversations, or referrals of a highly personal or sensitive nature. Do not diagnose, assess, or offer personal judgement about the student or their circumstance.

BEST PRACTICES
KEEP NOTES BRIEF & SUCCINCT

- Be specific when describing what was discussed and agreed upon between you and the student.
- Include general information about the student.
- Record all courses you recommend the student take (and why, if appropriate).
- Note all referrals that were made.

CLICK HERE TO VIEW EXAMPLES OF SUCCESSFUL ADVISING REPORTS
WWW.ADVISING.VT.EDU