

Multidisciplinary Collaboration Record

Use this professional template to log and track collaboration sessions between teachers, therapists, specialists, and parents.

1. Session Details

Student Name/Focus:	
Date of Collaboration:	
Recorder:	

2. Attendees

Name	Role (Teacher, Therapist, Parent, etc)

3. Topics & Agenda Items Discussed

Topic/Focus Area	Discussion Notes/Key Points
Academic Lessons & Needed Mat’ls/Accomm.	
Social, Emotional, or Behavioral Notes	
Therapy Updates (OT, PT, Speech, etc.)	
Parent Input & Home Observations	
Other:	

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4. Action Items & To-Do List

Action Item/Specific Task	Person Responsible	Target Due Date

5. Comments, Future Projects, and Next Steps