

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD  
POLICIES AND PROCEDURES  
SECTION C: STUDENTS**

**APPENDIX B**

**SUGGESTIONS FOR KEEPING A DOCUMENTATION DIARY**

1. Write it down when you see it; don't rely on memory.
2. Stick to facts and first hand experiences.
3. Dates are essential. Noting the day and time reinforces your point.
4. Watch for patterns: e.g., behaviour and attendance on Mondays and Fridays.
5. State direct quotes where possible.

**SAMPLE DIARY**

<b>DATE</b>	<b>TIME</b>	<b>OBSERVATIONS</b>
Thursday, September 21, 2000	9:30 a.m.	Melissa arrived late – second time this week
Monday, September 25, 2000	9:25 a.m.	Late again, with no explanation. Could not find out reason.
Thursday, September 28, 2000	4:10 p.m.	Melissa stayed late helping me. -Said she did not need to call her mother to tell her. -Said "mom doesn't care".
Tuesday, October 3, 2000	6:15 p.m.	Returned to school early for Parent Meeting. -found Melissa in school yard. -When I asked, "Have you had dinner?" she replied "I haven't been home yet!"