SCHOOL ACCOMMODATION OBSERVATION

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Reference the accommodation using the original plan wording or location.

STEP 2 Record directly observed facts or clearly attributed reports.

STEP 3 List what needs clarification with the school without assuming an outcome.

STEP 4 Which fact or document still needs checking?

SCHOOL ACCOMMODATION OBSERVATION

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	ACCOMMODATION REFERENCE	PERSON RESPONSIBLE	REVIEW PROGRESS	OBSERVATION, SOURCE AND SCHOOL QUESTION

Outstanding question or record to confirm

SCHOOL ACCOMMODATION OBSERVATION

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Reference the accommodation using the original plan wording or location.

Concrete next action

Owner / due

ACTION 2 Record directly observed facts or clearly attributed reports.

Concrete next action

Owner / due

ACTION 3 List what needs clarification with the school without assuming an outcome.

Concrete next action

Owner / due

IMPORTANT CONTEXT

This desk does not determine implementation, educational need or legal compliance. Keep original records and seek appropriate professional advice where needed.

- [ ] Source checked
- [ ] Next action assigned