

Student Progress and Instructor Handoff Template

A longitudinal record for continuing the next lesson without guessing

Use this alongside the school's approved curriculum and required records. Record what the student did, the conditions in which it happened, the help still required, and the next decision. Do not replace observations with personality labels or a single progress percentage.

Student and handoff context

Student _____	Record reviewed on _____
Current instructor _____	Next instructor _____
Approved curriculum or course _____	Vehicle or communication condition _____

Current handoff snapshot

Complete this before another instructor takes over. Use the latest comparable observation, not the highest score the student has ever received.

Field	Record
Current objective	Skill and observable action: _____ _____ _____
Latest tested conditions	Road type, traffic, speed, weather, familiarity: _____ _____ _____
Assistance still required	☐ Independent ☐ Prompted ☐ Retaught ☐ Physical intervention Exact cue or intervention: _____
Decision for next lesson	☐ Repeat ☐ Modify conditions ☐ Add one variable ☐ Reassess or refer Reason and next objective: _____

Longitudinal skill history

Add one row after each meaningful observation. A blank row means not assessed, not failed.

Date	Skill	Conditions	Help used	Observable evidence	Next action

Lesson observation record

Use one copy after each lesson. Transfer only the information the next authorized instructor needs to continue safely and consistently.

Session	Date and time _____ Instructor _____ Lesson or service _____ Duration _____
Objective tested	Observable action: _____ School-approved criterion: _____
Conditions	Road or practice setting: _____ Traffic, speed, weather, familiarity: _____
Evidence	Independent actions: _____ Prompts or reteaching: _____ Physical intervention, if any, and trigger: _____
Student reflection	What did the student think improved? _____ What remains uncertain? _____
Next decision	☐ Repeat ☐ Modify ☐ Progress ☐ Reassess or refer Next objective and why: _____ Condition to preserve or avoid: _____

Handoff check

- ☐ The next instructor can identify the last comparable evidence, not only the last lesson date.
- ☐ Assistance is described as an observable prompt, demonstration, or intervention.
- ☐ Road, traffic, speed, weather, vehicle, and communication conditions are recorded when they changed performance.
- ☐ The next objective follows from the evidence and changes only what the student is ready to handle.
- ☐ Private or unrelated personal details are not included in the general lesson handoff.
- ☐ Required jurisdictional records, signatures, retention steps, and access rules are handled separately under school policy.

Status summary

Skills stable under comparable conditions: _____

Skills that still need prompts or a simpler setting: _____

Unresolved safety or instructional question: _____

Next review point: _____