Review Appointment Notes

1	Click **Starfish** in the upper-left hand corner.
2	Select **STUDENTS** and then **MY STUDENTS**.
3	Type the name of the student in the **SEARCH** box & select the **CONNECTION** and **TERM**.
4	Click on the student's name to open up the student's folders.
5	The appointment will appear on the **MEETINGS** tab of the student's folder.
6	Select the + icon in front an appointment to view additional details.

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