(Intro sentence sample) Bob is seen for 20 minutes a week of direct occupational therapy services to address fine motor and visual motor delays. Bob utilizes a right-handed, tripod grasp of his writing utensils. {Address each goal and his/her current progress. If student met a goal, make sure you mention that in note. Address any behavior that may be significant to specific child.} (Ending sentence sample) It is recommended that Bob continue to been seen for direct occupational therapy services to address fine motor, visual motor, and self help skills within the classroom. OR It is recommended that Bob be dismissed from occupational therapy services due to meeting goals and no longer demonstrating an educational adverse effect at this time.