



Academic Intervention Form

Date: _____

Request made by

- Director of Studies
- Teacher _____
- Student _____

Reason for request

Student's last 2 assessments _____

Student's attendance _____

Teacher's Comments:

Date of interview with student _____
(Student's and Director of Studies' comments on attached form)

Action taken _____

Date of next progress review: _____



Academic Intervention Learning Plan

Date: _____

Meeting between Student and Director of Studies

Student Name _____

Current Course _____

Enrolment Dates _____

Procedure

- Director of Studies explained the reason for the meeting
- Student explained his or her purpose for study and study goals
- Student agreed that his or her progress was unsatisfactory
- Student offered an explanation for
 1. lack of progress _____
 2. poor attendance _____
 3. lack of punctuality _____
- Director of Studies explained school's policies for monitoring attendance and academic progress
- Director of Studies explained consequences of student's continued failure to progress
- Director of Studies invited student to suggest some measures he or she could take to improve his or her performance (see below)
- Director of Studies suggested measures that the student could take and offered help or support to the student (see below. If space required attach)

The Student will	The School will.....

Signed _____

Signed _____