

# Student Notification Information Form

Please complete this form and submit to:  
Coordinator of Academic Support  
Questions? Ext. 324

Date \_\_\_\_\_ Student's Name \_\_\_\_\_

Your name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

## Relationship to Student

- Advisor
- Instructor
- Staff Member
- Coach
- Other \_\_\_\_\_

## Problem(s)

### ACADEMIC

- Has not attended class
- Excessive Absences
- Missing Assignments
- Other—Please Explain:

### PERSONAL

- Behavior
- Health Issues

### OTHER

- Planned Absence

## Communication with the Student

- I have talked to the student and the issue has been resolved at this time.
- I have talked to the student, but the issue has not been resolved.
- I have not talked to the student, but I plan to.
- I have not talked to the student.

## Action to be Taken

- Please contact me to discuss this issue.
- I would like you to contact this student to discuss the situation.
- No action needs to be taken at this time, but I wanted this documented.
- Other—Please Explain:

Please include any additional comments: