

Form 6.7 Appointment / interview form

Who? Students complete this form and give it to reception

When? Students want to have an interview appointment with a staff member.

Staff member records outcome of interview and files

Name: _____

Student ID _____

Contact phone number _____

Attendance ____%

Appointment requested with _____

Preferred appointment date & time _____

Record of interview

Issues to be addressed

Agreed actions

Signed

Date: