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| Section No. and Title: 1.0 IRF – INSTRUCTOR’S REFERRAL FORM | | | |
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| 0 | 5 July 2010 | Approved by: AA | 1 of 1 |

**INSTRUCTOR’S REFERRAL FORM**

To: Guidance Counselor

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Faculty and Signature)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Student) (Course / Year and Section)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am referring the above-mentioned student for the reason/s checked below:

\_\_\_\_\_ self-concept \_\_\_\_\_ test/ quizzes/ grades \_\_\_\_\_ friends

\_\_\_\_\_ fighting \_\_\_\_\_ inattentiveness \_\_\_\_\_ absences

\_\_\_\_\_ hyperactive \_\_\_\_\_ class work \_\_\_\_\_ homework

\_\_\_\_\_ family concerns \_\_\_\_\_ withdrawn \_\_\_\_\_ unhappy

\_\_\_\_\_ bullying \_\_\_\_\_ worried \_\_\_\_\_ depressed

\_\_\_\_\_ always tired \_\_\_\_\_ anxious in class \_\_\_\_\_ shyness/ aloofness

Other concerns:

Comments:

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**REPLY SLIP**

To whom it may concern:

The best time for me to meet about this student is on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AM / PM.

**MS. ROSE ANNE A. ANCIRO**

Coordinator HED Guidance & Testing Center