

# Memorandum

To: All Faculty and Staff

From: Academic Support Services

Date: August, 2009

Re: Updated Student Status Report Form

Please find attached an “Academic Support Services Referral Form” that is being used effective Fall Semester to increase the focus on **Student Retention**. This form replaces the “Student Status Report” used prior to now.

It is fairly self-explanatory. Students will be sent a personalized letter explaining to them the reason for the referral based on the description you provide. **“Other Comments”** should be used to make the Director of Support Services for Academics aware of other information (e.g. family/personal illness) which may impact the retention of the student.

Thank you so much for your assistance with this process. If you have any questions, suggestions, or feedback please feel free to contact me.

Thanks for helping our students to succeed.

Margaret Seifert

Director of Support Services for Academics