

STUDENT SUPPORT SERVICES
Referral for Tutoring Services

Name: (Instructor's Name) **Date:** _____

(Student's Name), a student in your **(Course #)** class, has requested/been referred for tutorial assistance through the Student Support Services program. As Tutor Coordinator/Computer Lab Technician, I am responsible for completing the intake process for tutorial requests. As a part of that process, **I need an assessment from you of the student's current level of performance in this class. Please check one of the following, make any comments that you deem necessary, and sign below.**

- A** [Excellent]
- B** [Good]
- C** [Average]
- D** [Below Average]
- F** [-Failing
-Demonstrated Lack of Proficiency (as evidenced through class discussions,
assignments, tests, etc.)]

Comments: _____

Instructor's Signature

If you have questions or need clarification, please call me at ext. 241.

Thank you so much for your cooperation and assistance.

Isalean Overton, Tutor Coordinator/
Computer Lab Technician