

STUDENT SUPPORT SERVICES
Instructor Referral
for Tutoring Services

Name: _____

Date: _____

_____, a student in your _____ class, has requested/been referred for tutorial assistance through the Student Support Services program. As Tutor Monitor, 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.

Gladys W. Tann, Tutor Monitor