

After School Work Completion Referral Form

This takes place in the Learning Hub on Wednesdays and Thursdays from 3:30 - 4:00pm.

Student Name:		HG / Yr Level:	
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This referral has been made due to:

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| <input type="checkbox"/> failure to complete or submit assessment items/work | <input type="checkbox"/> non-completion of 'second chance' lunchtime community service |
| <input type="checkbox"/> persistent non completion or limited effort with class work, homework or assignments | <input type="checkbox"/> persistent lunchtime community service bookings due to lateness to school, or truancy |

Subject:		Teacher:	
Details of work needing to be completed:			
Subject teacher notified student of impending After school Work Completion and location on:			/ /

SSO Administration Only:				
Student Booked in on:	<input type="checkbox"/> Wednesday / /		<input type="checkbox"/> Thursday / /	
Documentation:	<input type="checkbox"/> Placed on DayMap Roll		<input type="checkbox"/> SMS Reminder Sent	
Caregiver Contact #1:	Name:		Phone:	
Caregiver Contact #2:	Name:		Phone:	
Comment:				

YLL Feedback		
Student Attendance and follow-up:	<input type="checkbox"/> Student Attended (return form to referring teacher)	<input type="checkbox"/> Student did not attend (return form to Zone SSO)
		<input type="checkbox"/> Rebooked ASWC for: _____ <input type="checkbox"/> Attempted, left message <input type="checkbox"/> Attempted, unable to leave message
Comment:		
Notification:	<input type="checkbox"/> DayMap Note entered <input type="checkbox"/> DayMap note sent to YLL/subject teacher	

Form returned to Zone SSO while still requiring follow-up. Once student has complete ASWC, form returned to referring teacher.