

Center for Academic Planning & Support (CAPS)  
Great Bay Community College

(interventions are most effective when submitted 4 to 6 weeks into a semester for 16 week courses or 2 to 4 weeks into a semester for 8 week courses)

## Early Intervention\* – Referral Form

Student Name: \_\_\_\_\_ Program: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Source of Referral: \_\_\_\_\_

Instructor Name

Course

Contact Info

Nature of Referral: (use list below to help you)

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### Study Management

- Time Management
- Task Organization
- Study Environment

### Course Related Skills

- Writing
- Reading
- Computation (math)

### Assessment

- Learning Styles
- Study Behaviors
- Placement (Accuplacer)

### Learning Strategies

- Study-Reading-use of textbook
- Listening-Note Taking
- Test Taking & Preparation  
(to include test anxiety)

### Auxillary Skills

- Vocabulary
- Spelling
- Research
- Computer Usage

### Other

- Career Services
- College Expectations
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Signature of Instructor/Advisor

\_\_\_\_\_  
Date

Has Student been informed of this referral?

Yes \_\_\_\_ No \_\_\_\_

Access to this referral, and any follow-up action, is limited to the course instructor, student, and a CAPS staff member.