## APPALACHIAN STATE UNIVERSITY

### Pre-Meeting and Intervention Notes

#### EIT PRE-MEETING INFORMATION:

<table>
<thead>
<tr>
<th>Referral Date</th>
<th>Referred By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review by Dean of Students (Date)</td>
<td>Referrer Contact Info</td>
</tr>
<tr>
<td>EIT Member email</td>
<td>EIT Member Contact Info</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discussed at EIT</th>
<th>Date(s)</th>
<th>Suggested Action</th>
</tr>
</thead>
</table>

#### IF INTERVENTION RECOMMENDED:

<table>
<thead>
<tr>
<th>Date Forwarded GA</th>
<th>1st Letter Sent</th>
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<tbody>
<tr>
<td>2nd Letter Sent</td>
<td>Reg. Hold</td>
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#### INFORMATION GATHERED FROM REFERRAL:

- Have you contacted the student? Yes ☐ No ☐
- How many times have you contacted the student? Date(s) of Contact?
- Have you checked your class-roll to see if they are currently/still enrolled? Yes ☐ No ☐

#### STUDENT INFORMATION:

- Student’s Name:  
- Banner ID#:  
- Email:  
- PO Box:  
- Academic Advisor(s):  
- Cumulative GPA/Current GPA:  
- Advisor(s) email:  
- Classification/Year:  
- Advisor(s) Phone: 262-2167 or ____________
- Major:  
- Declared: Y / N
- # of Repeats Used:  
- # of Drop(s) Used:  
- Probation Status/Transcript Concerns:  
- Housing: ____On Campus, ____Off Campus
- On-Campus Building:  

#### STUDENT’S SCHEDULE:

(See Attached)

#### INFORMATION GATHERED FROM ADVISOR/FACULTY EMAILS (ATTACH EMAILS):

- Email Inquiry to Residence Life: ☐  
- Email Inquiry to Advisor: ☐
- Email Inquiry to Faculty: ☐  
- Email Inquiry to Counseling Center: ☐

#### INFORMATION GATHERED:
## FOLLOW UP INFORMATION SINCE INITIAL REFERRAL:

### INTERVENTION NOTES:

<table>
<thead>
<tr>
<th>Date/Location of Intervention:</th>
<th>EIT Interveners Names:</th>
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<tbody>
<tr>
<td>Student’s Name:</td>
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<tr>
<td>Concerns Expressed to the Student:</td>
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<table>
<thead>
<tr>
<th>Student Response:</th>
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<table>
<thead>
<tr>
<th>EIT Suggestions &amp; Action Items:</th>
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<table>
<thead>
<tr>
<th>Next Steps – EIT Follow Up:</th>
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