

# Pre-Meeting and Intervention Notes

**EIT PRE-MEETING INFORMATION:**

<b>Referral Date:</b>		<b>Referred By:</b>	
<b>Review by Dean of Students (Date):</b>		<b>Referrer Contact Info:</b>	
<i>EIT Member email:</i>		<i>EIT Member Contact Info:</i>	
<b>Discussed at EIT</b>	<b>Date(s)</b>	<b>Suggested Action:</b>	

**IF INTERVENTION RECOMMENDED:**

<b>Date Forwarded GA:</b>		<b>1<sup>st</sup> Letter Sent:</b>	
<b>2<sup>nd</sup> Letter Sent:</b>		<b>Reg. Hold:</b>	

**INFORMATION GATHERED FROM REFERRAL:**

Have you contacted the student? Yes <input type="checkbox"/> No <input type="checkbox"/>	
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 <input type="checkbox"/> No <input type="checkbox"/>	

**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 Drops 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: <input type="checkbox"/>	Email Inquiry to Advisor: <input type="checkbox"/>
Email Inquiry to Faculty: <input type="checkbox"/>	Email Inquiry to Counseling Center: <input type="checkbox"/>

**INFORMATION GATHERED:**

**FOLLOW UP INFORMATION SINCE INITIAL REFERRAL:**

**INTERVENTION NOTES:**

Date/Location of Intervention:

EIT Interveners Names:

Student's Name:

Concerns Expressed to the Student:

Student Response:

EIT Suggestions & Action Items:

Next Steps - EIT Follow Up: