

Date:

Student Name:

Staff:

End of Semester Form

Personal Information

I'm here to talk with you about your class options for next semester. Before we begin, I want to make sure we have the correct contact information for you.

- **What is your phone number? Notes:**
- **Did you move? IF YES: What is your new address? Notes:**

Check-In & Goals

Okay, now let's talk about your classes.

- **Tell me about your class this semester. How did it go? Notes:**
- **Your teacher recommends [level]. What do you think? Notes:**
- **Are you interested in taking other classes, too? Notes:**

[Discuss possible classes and suggest a schedule.]

[Enroll student on roster & write finalized schedule on confirmation form.]

- **Do you have any questions for me? Notes:**