

INTERVENTION AND REFERRAL SERVICES

SAMPLE INFORMATION COLLECTION REMINDER MEMO

Confidential

TO: _____

FROM: _____,
I&RS Team Member

DATE: _____

SUBJECT: _____

A few days ago, the I&RS Team sent you the I&RS program's information collection form on the above-named student. It is essential that we have an accurate and complete profile of this student to develop an appropriate intervention and referral services action plan. We would appreciate your cooperation in returning the form now.

Please see _____ if this is a problem.

Attached is another form in the event that the one previously supplied to you is not available. If you need an additional form or have questions or concerns, immediately contact the I&RS Team member identified above.

Thank you for your cooperation.

Attachment

c: