



Student Academic Support Record

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Student Academic Support Record

This record is used to capture the details of student academic support events. It is completed by the academic providing support to the student. A copy of this record is to be maintained on the student file and data from this record collected by the Data, Archives and Documents Controller to provide an annual view of student support details.

Student First Name	Student Surname
Student ID Number	Course Name and Code
Support Requested by (name, title)	Support Provided by (name, title)
Date Support Provided (DD/MM/YYYY)	Duration of Support (minutes)

Details of Academic Support (please provide a short description of the support)

- Assignment Support Learning Support Language Support Numeracy Support
 Other (detail)



THE MANAGEMENT SCHOOL SYDNEY

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Outcomes	
Agreed Targets with the Student (if any)	
Next Appointment (if any)	/ /
Does the trainer and assessor need to be notified of this support?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Comments	
Student Sign	Staff Sign

Please include a copy of this report in the Student Record and supply a copy to the Data, Archives and Documents Controller.