

### Academic Referrals

- Make sure all assignments have a grade or use missing (which will accurately calculate the grade with the assignment scored as a 0). If you use EX or ABS, then the assignment is excused and not calculated in the overall grade for the class.
- If a student has an average of 65 or below, meet with student and assign office hours once a week ongoing until the grade improves to a 70 or better. Complete an academic referral by using one of the two options below in the description. *Please change bold face phrases to reflect student and class specific information.*

"**Student Name** is academically at risk because the grade in **Class Name** is 65 or below. They are assigned to meet with me during the SERA block from 1:30 to 2:00 pm every **Day of the Week** until the average is above a 70 (C)."

OR

"**Student Name** is academically at risk because they are missing the **Major Assignment in Class Name**. They are assigned to meet with me during the SERA block from 1:30 to 2:00 pm every **Day of the Week** until the assignment is complete."

Resources if the student needs support:

- Colt Tutoring—peer tutor assigned for weekly meeting to help with work and understanding of content. Complete the form using this link: [https://forms.office.com/Pages/ResponsePage.aspx?id=J4ppBRPn\\_0GMO450LsQ4bWQ4mPYF8ORFI2xNw4sw7RxUNVJaS0IZSIRNNk5MTTE5SklyRk1ZOFhTRS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=J4ppBRPn_0GMO450LsQ4bWQ4mPYF8ORFI2xNw4sw7RxUNVJaS0IZSIRNNk5MTTE5SklyRk1ZOFhTRS4u)
- Guidance Counselor or CST
- Supervisor