

Please use this form to document student-related actions or directives determined as a result of a huddle.

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## STUDENT INFORMATION

ID Number

Name Last, First, Middle

Home Address (Opt.)

E-mail (Opt.)

Phone # (Opt.)

## ACADEMIC INFORMATION

Degree (Major) (Opt.)

## HUDDLE INFORMATION

Please list the parties involved in the huddle:

Please briefly describe the situation or circumstance triggering the huddle:

Please briefly describe the outcomes or directives to the student arrived at by the huddle:

Submitted to Records Office By:

Date Submitted

Processed by Records Office On