

Intervention Strategy Plan (ISP) Request Form

Instruction:

This ISP request form is to be used when any academic support is requested by either students or staff members. This form must be filled in and submitted to the Student Support officer of the college.

(A) General Information:

ISP requested by:	☐ Student (please go to 1A and provide details) ☐ Staff Member (please go to 1B and provide details)
(1A) Details of Student	
Student Name	
Student ID	
Course	
(1B) Details of Staff Member	
Name	
Position	

(B) Details:

The areas and topics are to be selected by the student or a staff member. The student or a staff member is allowed to select more than one area and one topic of each area (if needed).

Area 1: Academic Support		Details (Optional)
☐	Seek support to improve course progress	
☐	Seek support to improve course attendance	
☐	Seek support to meet assessment requirements	
Area 2: Educative Support		Details (Optional)
☐	Seek support to understand the unit's requirements	

☐	Seek support to understand the course's contents	
Area 3: Personal Support		Details (Optional)
☐	Seek support for my/student's physical difficulties	
☐	Seek support for my/student's mental difficulties	
Area 4: Others		
(If not listed above, please provide details here)		

Any enquiries regarding the form and/or the processes, please contact Student Support.