**Talking Points**

**Red and Orange:**

* Inform current grade percentages.
* Ask why they are struggling in failing course(s)
* Help come up with a goal to get them to pass
  + Set Schedule (see HR resources)
  + Have student identify missing assignments and make a plan of when to complete by (see HR resources)
* Set a follow up date and follow up

**Yellow:**

* Discuss current grades.
* Inform that while they are passing courses they need to maintain what they have and finish strong.
* Challenge student to put forth a little more effort and bring their grade up (if student seems to be under-achieving)

**Green and Blue:**

* Give praise for having passing grades.
* Ask how things are going both in school and outside of school.
* See if there is any areas that they need help.
* Tell them to keep up the great work!

**Noting Template:**

Contact Notes: (fill in any important info gathered during contact).

Goals Set: (fill in any goals that the student sets)

Follow Up Date: (fill in the date that you are going to follow up by. Also set a reminder for yourself so you don’t forget).