De Anza Academic Skills Center
Instructor Referral Form

Instructors: Please have your student bring this form in person to the Skills Center in L-47

The Academic Skills Program offers a variety of open-entry, self-paced, Pass/No Pass 1/2 unit courses. These courses are individualized to meet specific student needs. For each 1/2 unit, students must complete a minimum of 12 hours of work, including individual written and computer-based assignments, workshops, and instructor conferences.

For more information, see http://www.deanza.fhda.edu/tutorial, e-mail kastelicjeannie@fhda.edu or alvesdelimadiana@fhda.edu, visit L47, or call the Skills Center 408-864-8253**.** You may download a copy of this form from http://faculty.deanza.fhda.edu/alvesdelimadiana .

Date: _____

To: Jeannie Kastelic, Skills Center Coordinator/Diana Alves de Lima, Skills Instructor

From: _____ _____ _____ _____
Instructor's Name Course Phone e-mail

Re: _____
Student's Name

I am referring the above student to the Skills Center to enroll in one or more of your 1/2-unit, self-paced Skills classes. He or she needs additional assistance and practice in the following subject areas:

Please circle the applicable areas of recommended study.

Reading Skills 100x	**Vocabulary Skills 105**	**Math Skills 110**	**Writing Skills 120x**	**Spelling Skills 121**	**Grammar Skills 122x**	**Study Skills Skills 130x**
Main Ideas	*Vocab. Strategies*	*Word Problems*	*Prewriting*	*Rule Review*	*Subject-Verb or Tens*	*Goal-setting*
Supporting Details	*Vocab. in Context*	*Math Anxiety o*	*Essay Structure*	*Dictionary Use*	*Fragments, Run-ons*	*Concentration*
Vocab. in Context	*Word Parts*	*General Computation*	*Paragraph Structure*	*Spelling Practice*	*Commas, Other Punctuation*	*Time Management*
Textbook Reading	*Word Study*		*Sentence Structure*		*Modifiers*	*Note taking*
			Summaries		*Articles*	*Memory*
			Editing		*Word Choice*	*Textbook Reading*
			Thesis		*Pronouns*	*Test Preparation*

Additional comments (attach or use back if necessary):

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Please check here ____ if you would like the Skills Center to notify you when this student completes his or her hours.