



## Office Use Only

- Director of Studies has checked Student Academic Folder and Results in Database

Date completed:   /   /

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Student Services Officer Print Certificate

Date Printed:   /   /

- PEO signature

Date completed:   /   /

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Student Services Officer contacted the student via:

(Please circle as applicable)

Email

Telephone

Trainer

Date of contact:

- Student Services Officer Received Requested Document

Student Picked Up Documents on:

/   /