

### Preparing to Mentor Checklist

	Activity	Completed
1.	Name of student being mentored	
2.	Form class and form tutor name	
3.	Print basic data from SIMS student	
4.	Obtain parent/carer consent to mentor	
5.	Obtain attendance and punctuality history	
6.	Obtain any medical information that may be relevant	
7.	Discuss the reasons for the referral with the referrer (this may be the form tutor/head of year/class teacher or similar)	
Now you are ready to make the appointment to see the student.		



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