


VERSION NO. <b>1</b>	MANUAL TITLE <b>STUDENT SERVICES MANUAL</b>	DOCUMENT NO. <b>SSM 7.1</b>
	DOCUMENT NAME  <b>STUDENT PROFILING</b>	REVISION NO. <b>0</b>
		EFFECTIVITY DATE <b>APRIL 17, 2017</b>
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## 1.0 OBJECTIVES

- 1.1 To create a comprehensive data about the personal as well as school life of the student for purposes of helping the teachers identify the appropriate interventions needed to handle the student.
- 1.2 To assess the student's personality, academic aptitude, interests, mental ability and other temperamental and behavioral areas of concern.

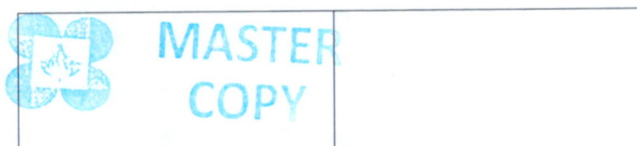
## 2.0 SCOPE


This service covers regular gathering of basic information about the student initially upon admission through intake interview and psychological testing in terms of academic, family, psychological, behavioral and social to form a comprehensive profile of the student.

## 3.0 POLICIES

- 3.1 All students shall be required to undergo intake interview during enrolment.
- 3.2 An individual record shall be kept for each student to monitor his or her academics, mental, and social progress.
- 3.3 Student profile shall be updated every year.
- 3.4 All information in the individual records of the students shall be kept confidential.

## 4.0 PROCEDURES



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<b>Responsibility</b>	<b>Activity</b>
Guidance Counselor/Life Coach/Wellness Facilitator	<ol style="list-style-type: none"> <li>1. Conducts intake interview with the student and his/her parents/guardians. (for new students only)</li> <li>2. Gets basic information on personal, family, educational and psychological background of the student.</li> <li>3. Keeps records of behavior observation reports submitted by teachers, staff, parents and students and other reports from the discipline office.</li> <li>4. Keeps records of psychological test results.</li> </ol>




## **5.0 LIST OF FORMS AND REPORTS**

### **5.1 Forms**

- 5.1.1 Intake Interview Form
- 5.1.2 Student Profile Monitoring Checklist (LCDP)
- 5.1.3 Parent Questionnaire Form

### **5.2 Reports**

- 5.2.1 Psychological Tests Result
- 5.2.2 Behavior observation report

PREPARED BY: 	APPROVED BY: 	 <b>MASTER COPY</b>
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