

EXIT INTERVIEW TEMPLATE

Not all students and/or families will participate in an exit interview. For those students where there is no opportunity for a conversation before they leave the school setting, this template could be used as a part of their call back plan in the reconnection phase.

Leaving date: _____

STUDENT INFORMATION

Name:	_____	ASN:	_____
DOB:	_____	Current grade:	_____
Country of origin and ELL level if applicable:	_____	Credits earned to date:	_____
	_____	Special ed codes:	_____
	_____		_____
Student strengths:	_____	Current modifications or accommodations:	_____
	_____		_____
	_____		_____
Other information (including nicknames):	_____		

PARENT/GUARDIAN INFORMATION

Name(s):	_____	Email addresses:	_____
	_____		_____
Best contact number:	_____	First language:	_____

		Translator required?	_____

EXIT INTERVIEW TEMPLATE (CONTINUED)

**SUPPORTS REQUIRED FOR SUCCESS
(CHECK ALL THAT APPLY)**

Financial support		Transportation	
Academic support		Personal counseling	
ELL/language support		Vocational counseling	
Parenting support		Addictions treatment	
Legal assistance		Medical treatment	
Pre and/or postnatal support		Guided mentorship	

Other: _____

STUDENT ACTION PLAN

What is the student's current plan? What will they do next? Who will they access for support? Use this chart to support the student in making concrete plans for the month ahead.

STUDENT ACTION PLAN

Goal: What needs to be done to address your reasons for leaving?

Who can support your achievement of the goal?

When would you like to accomplish this by?

Is there one person in this school who you would feel comfortable connecting with about this personal action plan while you are away? How would you like to connect with this person? When?

EXIT INTERVIEW TEMPLATE (CONTINUED)

TRANSITION BACK TO SCHOOL PLAN

How will you know when you are ready to come back to school? What will it look like? What needs to happen?

Is a transition back to the same school desired upon return, or will another school need to be explored?

How long should the school anticipate that you will be away?

COMMUNICATION PLAN

School main contact:

Home main contact:

Preferred method of communication

Cell/text:

Email:

Home phone:

Planned date of first communication:
