

APPOINTMENT SLIP

(Please fill-out and send through the student
or the Information Officer at the Administration Lobby.)

Date: _____

Dear Mr. / Ms. _____

I/We would wish to confer with you regarding the progress of

(name of student)

of class _____.

(year & section)

SUBJECT AREA/OFFICE	DATE OF APPOINTMENT
CONTACT NUMBER	TIME OF APPOINTMENT
PERSON REQUESTING APPOINTMENT	
(Signature over Printed Name)	

This form may be downloaded from: <http://www.ateneo.edu/hs>

CONFIRMATION SLIP

(Please detach and send back through the student
or the Information Officer at the Administration Lobby.)

Date: _____

Dear Mr. / Ms. _____

On your request to confer to discuss the progress of

(name of student)

of class _____,

(year & section)

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I/We will confer with your requested schedule.

SUBJECT AREA/OFFICE	DATE OF APPOINTMENT
CONTACT NUMBER	TIME OF APPOINTMENT

☐

I / we cannot be available on your requested
schedule. Attached is another Appointment Slip
with my/our available schedule.

(Signature over Printed Name)