

## 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),

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)