

OZARKS TECHNICAL COMMUNITY COLLEGE
CAREER CENTER COUNSELING AND ASSESSMENT

COUNSELOR REFERRAL FORM

Phone (417)447-6983 Fax (417) 447-6979
Mailing Address: Career Center Counseling & Assessment
1001 East Chestnut Expressway
Springfield, MO 65802-3625
Information Commons East Room 116

Referral Counselor: Please complete this form. Individuals in secondary education must also have the Parent/Guardian Permission Form completed. Students must be successfully mainstreamed into two core academic classes. Return these forms and a copy of the academic transcript, and when applicable, IEP and Diagnostic Summary to Career Center Counseling & Assessment. Upon receipt of these items, a staff member will contact the Counselor to schedule an appointment.

Name: _____ DOB: ____/____/____

Highest Grade Completed: _____ Male Female

If Applicable, List Disability: _____ IEP 504 Plan (must be included)

Purpose of assessment:

Full Assessment Request Sophomore Short Assessment Career Exploration Middle College

School Name: _____ Telephone: _____

Referral Signature: _____ Date: _____

For Counseling & Assessment Use Only:

Assigned to: _____ Date Received: _____ Date for assessment: _____

NOTES: _____

NON-DISCRIMINATION STATEMENT

Ozarks Technical Community College prohibits discrimination and harassment and provides equal opportunities in its admissions, educational programs, activities, and employment regardless of race, color, religion, gender, national origin, age, marital status, sexual orientation, political affiliation, veteran status, and disabilities that include HIV and AIDS, and medical conditions. Bona fide occupational qualifications will be allowed in those instances where age, gender, or physical requirements apply to the appropriate and efficient administration of the position.

Any person having inquiries concerning Ozarks Technical Community College compliance with the regulations implementing Title VI and Title IX is directed to contact the representative listed below:

For Student Inquiries

[Assistant Dean of Disability](#)

Title IX and Section 504 Coordinator
1001 E. Chestnut Expressway Springfield, Missouri 65802
417-447-8188