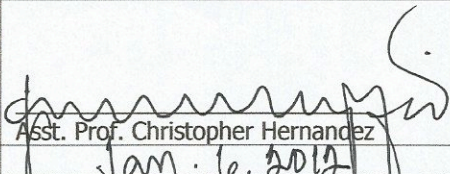


Procedure No:	ACA-PROC-GCC-0008
Procedure Title:	Case Consultation Procedure
Related Policy:	ACA-POL-GCC-0008 Case Consultation Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Procedure Description:	This procedure details the commencement, termination and key persons involved in Case Consultation.
Areas of Responsibility:	Guidance and Counseling Center
Procedure Details:	<p>Step 1. Upon consent of the student, the Guidance Counselor invites the parent or any significant other of the student to visit the office.</p> <p>Step 2. The parent or the invited party shall be informed of the condition of the student's case.</p> <p>Step 3. The Guidance Counselor solicits information from the concerned parties on how to resolve the case.</p> <p>Step 4. The Guidance Counselor analyzes the case and formulates possible solutions.</p>
Procedure Approval Authority:	Director of the Guidance and Counseling Center
References:	
Definition:	
Help Page:	Guidance and Counseling Center
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Christopher Hernandez
Date of Approval:	Jan. 6, 2019

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