The Partner Referral Prep Card

For agency reps sending a student support request. Use this card to prepare a clear handoff before opening the intake form.

01 Confirm the student has agreed to the referral. Have your partner code ready for the official form.

02 Prepare a short request with the course or type of support, the nearest deadline, and a schedule conflict if it matters.

03 Confirm the preferred reply channel. Enter requested student and contact details only in the official intake form.

> Hypothetical: “The student wants help organizing two deadlines around travel next week. The first item is due Thursday at 8 p.m. Eastern. Please confirm the support available.”

Keep names, contact details and partner codes off this worksheet.

Support needed (keep it anonymous here)

Nearest deadline and relevant schedule conflict

Preferred reply channel (WhatsApp, SMS or email)

Open the official intake form

intake.writershubusa.com