



Progress Report

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Student Name: _____

ID #: _____

Students: Fill in your name and student ID number above. Fill in your course title and units below. Email or bring this form to your instructors *at least 48 hours prior to the due date.*

Short and late-start classes: If the class has ended prior to progress report, write the date you completed your course/s in the Instructor Signature box. If the class has not yet begun, write the date the class begins.

Instructors: We appreciate you sharing information about this student’s attendance, assignments and current grade, if available. If you teach online, please email a copy of the completed form to the student and to the program contact above. In lieu of using this form, feel free to email an update about this student’s progress to the contact listed above. Thank you!

Course Title / # (i.e. ENG 101)	Units	Attendance Good/Average/Poor	Assignments Good/Average/Poor	Current Grade	Instructor Signature

Instructor Comments (optional):

Progress Report Check-In:

Date: ___ / ___ / ___
 Discussed:

Referrals:

- Counselor
- Peer Mentor
- Financial Aid