The following student is receiving assistance from the Special Services Office. Monitoring student progress allows us to apply early intervention strategies for students who may be academically at risk. If you have any questions or concerns, please contact the Special Services Office (777-0309).

STUDENT ___________________________ CLASS ___________________________

INSTRUCTOR ___________________ DATE SENT _______ RETURNED _____________

ATTENDANCE of the student has been: Excellent ( )  Good ( )  Fair ( )  Poor ( )

PARTICIPATION in class discussion: Excellent ( )  Good ( )  Fair ( )  Poor ( )

COMPLETION of assignments has been: Excellent ( )  Good ( )  Fair ( )  Poor ( )

ASSESSMENT of the student’s progress:

GRADE you would give student at this present time: _____________

RECOMMENDED ACTIONS, if any: ___________________________________________

_________________________________________________________________________

Instructor’s Signature ___________________________ Date ______________________

_________________________________________________________________________

STUDENT ___________________________ CLASS ___________________________

INSTRUCTOR ___________________ DATE SENT _______ RETURNED _____________

ATTENDANCE of the student has been: Excellent ( )  Good ( )  Fair ( )  Poor ( )

PARTICIPATION in class discussion: Excellent ( )  Good ( )  Fair ( )  Poor ( )

COMPLETION of assignments has been: Excellent ( )  Good ( )  Fair ( )  Poor ( )

ASSESSMENT of the student’s progress:

GRADE you would give student at this present time: _____________

RECOMMENDED ACTIONS, if any: ___________________________________________

_________________________________________________________________________

Instructor’s Signature ___________________________ Date ______________________