



Student Progress Report

STUDENT: _____

DATE: _____

ADDRESS: _____

INSTRUCTOR: _____

CITY: _____ ST: _____ ZIP: _____

EFE PROGRAM: _____

HOME PHONE: _____

HOME SCHOOL: _____

COUNSELOR: _____

Parent or Guardian,

Your child, a student in Education for Employment's _____ program, needs strengthening in some of the following areas in order to achieve satisfactory marks. I am happy to share with you my concern and would like to speak with you further.

Please call me at _____.

STANDING TO DATE: NOT PASSING _____ PASSING _____

Competency Area	Satisfactory	Needs Improvement
Completes assignments		
Test scores		
Brings necessary supplies		
Participates in class		
Makes up incomplete work		
Pays attention		
Seeks help		
Personal management skills		
Attendance		Absences: Tardies:

INSTRUCTOR'S COMMENTS:

I have: ___addressed student ___contacted parent/guardian ___contacted counselor

Instructor's Signature

Date

*It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Human Resources Administrator or Assistant Superintendents.
Contact information: 269-250-9200, 1819 E. Milham Ave., Portage, MI 49002*