



MEMORANDUM

TO: _____

DATE: _____

RE: **Student Progress Reports**

On behalf of our academic advisors, I am making this request for information regarding the academic progress of our participants. This report will be used to evaluate the effectiveness of our support services in helping the student referenced below.

Your input will allow us to better assist in the academic progress of the student and also **help determine if the student needs to withdraw or audit a class before the drop deadline.**

Should you have any questions, please call _____ (counselor) at 895-4777. Your time and cooperation are greatly appreciated.

Please keep a copy of this form for your records. Please return this original to Mail Box 2006 by _____. A copy of the progress report will be sent to the student.

Student: _____ Class: _____ Section: _____

	Excellent	Good	Fair	Poor	N/A
<i>Comprehension</i>	_____	_____	_____	_____	_____
<i>Participation</i>	_____	_____	_____	_____	_____
<i>Appears to come to class prepared</i>	_____	_____	_____	_____	_____
<i>Responsiveness/ Attitude</i>	_____	_____	_____	_____	_____
<i>Seeks assistance</i>	_____	_____	_____	_____	_____
<i>Attendance</i>	_____	_____	_____	_____	_____

Number of absences: _____

Completes assignments on time: Always _____ Almost Always _____ Sometimes _____ Never _____

Estimated Letter Grade: _____

Comments/Suggestions: _____



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