



South Central  
**WORKFORCE**  
Investment Board

## MONTHLY PROGRESS AND ATTENDANCE REPORT

<b>SECTION I</b>			<b>SECTION IV</b>		
NAME OF EDUCATIONAL INSTITUTION CONTACT PERSON			1. IS THE STUDENT'S ATTITUDE (CHECK ONE) <input type="checkbox"/> COOPERATIVE <input type="checkbox"/> INDIFFERENT <input type="checkbox"/> NOT COOPERATIVE <input type="checkbox"/> DISRUPTIVE		
NAME OF STUDENT					
NAME OF SCHOOL					
REPORTING PERIOD FROM _____ TO _____					
NAME OF COURSE			2. IS THE STUDENT (CHECK ONE) <input type="checkbox"/> MASTERING TRAINING COMPETENCIES (IF APPLICABLE, CHECK ONE BELOW) <input type="checkbox"/> ON SCHEDULE <input type="checkbox"/> AHEAD OF SCHEDULE		
<b>SECTION II</b>					
1. <input type="checkbox"/> IN TRAINING	# OF WEEKS TO BE COMPLETED	GRADUATION DATE	<input type="checkbox"/> NOT MASTERING TRAINING COMPETENCIES (IF APPLICABLE, CHECK ONE BELOW) <input type="checkbox"/> POOR ATTENDANCE <input type="checkbox"/> LACK OF EFFORT AND/OR INTEREST <input type="checkbox"/> WORKING BELOW LEVEL FOR SATISFACTORY PROGRAM COMPLETION		
2. <input type="checkbox"/> INTERRUPTED		DATE			
3. <input type="checkbox"/> TERMINATED PRIOR TO COMPLETION		DATE			
4. <input type="checkbox"/> COMPLETED TRAINING		DATE			
5. <input type="checkbox"/> EMPLOYED		DATE			
EMPLOYER			3. WHAT DIFFICULTIES, IF ANY, IS THE STUDENT HAVING WITH TRAINING (CHECK ONE) <input type="checkbox"/> NONE <input type="checkbox"/> LEARNING SUBJECT MATTER <input type="checkbox"/> FOLLOWING INSTRUCTIONS <input type="checkbox"/> SPEED AND ACCURACY <input type="checkbox"/> PERSONAL PROBLEMS <input type="checkbox"/> OTHER (PLEASE BE SPECIFIC)		
ADDRESS					
CITY, STATE					
JOB TITLE		SALARY/WAGE			
<b>SECTION III</b>			4. DOES THE STUDENT NEED ASSISTANCE FROM THE REFERRING AGENCY (CHECK ONE) <input type="checkbox"/> YES <input type="checkbox"/> NO		
COMMENTS/RECOMMENDATIONS					
<b>NOTE:</b> I HAVE READ AND UNDERSTOOD THIS MONTHLY PROGRESS REPORT. MY SIGNATURE <b>DOES NOT</b> MEAN THAT I AGREE WITH THIS REPORT.					
CLIENT/PARTICIPANT'S SIGNATURE			DATE		
REPORT OFFICIAL'S SIGNATURE			DATE		