



# Monthly Progress Report

<b>Covering Dates:</b>	<b>16<sup>th</sup> to</b>	<b>15<sup>th</sup></b>	<b>Student ID:</b>	
<b>Last Name:</b>			<b>First Name:</b>	
<b>Case Manager:</b>	<b>Program: English as a Second Language</b>			

**\*\*Submit this completed report to your Program Office on the first business day following the 15<sup>th</sup> of each month\*\***  
**You are responsible for submitting a completed progress report each month that you are in school and receiving Skills Investment grant funding from Students Finance. Please have the Instructors and Program Head complete their sections of the form. Your program will then send the signed forms to Attention: Case Managers, NAIT Financial Aid at O111**  
**\*\*Explanation of all excused/unexcused absences must be attached to this form \*\*See back of form for details\*\***

*Please circle the appropriate response(s)*

Course	Instructor Comments and Signatures	Progress		# Missed <u>CLASSES</u>		Date
		Unsatisfactory	Satisfactory	Excused	Unexcused	
L + S		< 60 %	≥ 60 %			
R + V		< 60 %	≥ 60 %			
G + W		< 60 %	≥ 60 %			

<b>Student's Signature:</b>	<b>Date Submitted:</b>
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<b>ESL Coordinator's Signature:</b>	<b>Date Submitted:</b>
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