



ESL Monthly Progress Report

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

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 and/or Employment Insurance

- Read the instructors' information, sign and date at the bottom of the page
- Attach documentation/explanation of all absences. Your case manager can excuse ONLY if there is suitable documentation.

See back of form for details

Course Number	Instructor Comments Please include information up to 15 th of the month	Signature & Date	Progress Circle appropriate response		Absences		
			Unsatisfactory	Satisfactory	# Classes missed	Case Mgr Only Excused Unexc	
L + S			< 60 %	≥ 60 %			
R + V			< 60 %	≥ 60 %			
G + W			< 60 %	≥ 60 %			