



# Occupation Training 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:</b>

***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***

- Please have the Instructors complete their section of the form no sooner than the 15<sup>th</sup> of the month
- 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\*\*
- Submit this completed report to the **Financial Aid Office (O111) on the first business day following the 15<sup>th</sup> of each month**

Date	Course	Instructor Comments and Signature Please complete no sooner than the 15 <sup>th</sup> of the month	Overall Progress Please circle: Doing well (> 70%), Passing (P-70%), or Failing (<P) <i>Note: Passing mark varies by program</i>	Absences		
				# of Missed Classes/Labs	Case Mgr Only Excused	Unexc
			Doing Well    Passing    Failing			
			Doing Well    Passing    Failing			
			Doing Well    Passing    Failing			
			Doing Well    Passing    Failing			
			Doing Well    Passing    Failing			
			Doing Well    Passing    Failing			
			Doing Well    Passing    Failing			