



Upgrading Monthly Progress Report

Covering Dates:	16 th to	15 th	Student ID:
Last Name:	First Name:		
Case Manager:	Program:		

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 15th 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 15th of each month**

Date	Course	Instructor Comments & Signatures Please complete no sooner than the 15 th of the month	Progress Circle the appropriate response		Absences		
			Unsatisfactory	Satisfactory	# of Missed Classes	Case Mgr Only Excused Unexcused	
			< 60 %	≥ 60 %			
			< 60 %	≥ 60 %			
			< 60 %	≥ 60 %			
			< 60 %	≥ 60 %			
			< 60 %	≥ 60 %			
			< 60 %	≥ 60 %			
			< 60 %	≥ 60 %			