

Guidelines for Completing Progress – Tracking Sheets

Progress - Tracking Sheet					
Student Name & I.D. Number:			Instructor Name:		
Ratings: S = Satisfactory I = Improvement Desired (Requires a written recommendation or comment.)					
Date of Meeting:	Rating	Date of Meeting:	Rating	Date of Meeting:	Rating
1. Attendance & Punctuality	S I	1. Attendance & Punctuality	S I	1. Attendance & Punctuality	S I
Recommendation:		Recommendation:		Recommendation:	
2. Work Completed on time to Standards	S I	2. Work Completed on time to Standards	S I	2. Work Completed on time to Standards	S I
Recommendation:		Recommendation:		Recommendation:	
3. Motivation	S I	3. Motivation	S I	3. Motivation	S I
Recommendation:		Recommendation:		Recommendation:	
4. Learning Strengths - Basic Skills	S I	4. Learning Strengths - Basic Skills	S I	4. Learning Strengths - Basic Skills	S I
Recommendation:		Recommendation:		Recommendation:	
5. Workplace Interpersonal Skills	S I	5. Workplace Interpersonal Skills	S I	5. Workplace Interpersonal Skills	S I
Recommendation:		Recommendation:		Recommendation:	
6. Other -	S I	6. Other -	S I	6. Other -	S I
Recommendation:		Recommendation:		Recommendation:	
Student Signature		Date		Date	
Instructor Signature		Date		Date	

See note a. below

See note c. below

Note: *Every field highlighted in yellow must be completed for each month.*

Refer to the figure above and ensure that the following is done:

- a. Meeting and signature dates.
- b. Student and Instructor names.
- c. Items **1** through **5** **must** have a rating of either **S** or **I** marked (do not leave blank).
- d. If ‘Improvement Desired’ (**I**) is selected for any one item it is best to write a recommendation for improvement - not a comment.
- e. Do not neglect to address the areas of Motivation and Workplace Interpersonal Skills as they relate to discipline, or future employability.
- f. If the student is unavailable to sign write “student unavailable to sign”, or if the student is unwilling to sign write “student unwilling to sign” in the signature field.
- g. Progress meetings are to be based on figures from Northstar for the preceding calendar month (i.e. in April use the progress report for March 1 - 31).