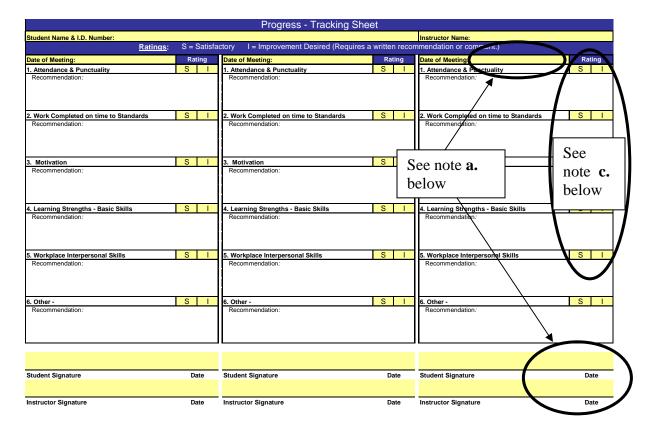
Guidelines for Completing Progress – Tracking Sheets



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 <u>and</u> signature dates.
- b. Student and Instructor names.
- c. Items 1 through 5 <u>must</u> 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).