PROGRESS REPORT

TO Professor: __________________________ Instructor: __________________________ Course Title and Course #: __________________________

RE: __________________________

Student’s Name

The student named above is currently participating one or more of the listed programs. The information you provide will enable us to help this student succeed in your class. The student has given permission for the release of this information. The information you share will be communicated to the student. We greatly appreciate your comments and feedback.

1. Please rate the student’s classroom and/or internet class participation:
   ___ Exemplary ___ Acceptable ___ Needs Improvement ___ Attendance not recorded

2. Average grade/percentage at present:
   ___ A ___ B ___ C ___ D ___ F ___ No Credit ___ Credit ___ Too early/unable to determine

3. Do you have office hours or internet office hours? ___ Yes ___ No
   If so, is the student utilizing them ___ Yes ___ No

4. Please rate the following areas:
   E = Excellent   G = Good   F = Fair   P = Poor
   ___ Classroom/Internet Comprehension ___ Classroom/Internet Preparation
   ___ Completing Work Assignments

5. Please check those which you believe may be potential areas of concern:
   ___ Course Level Inappropriate for Skill Level ___ Limited Mastery of English as a Second Language (ESL)
   ___ Illness, Injury, or Physical Disability ___ Personal Issues
   ___ Learning Disability ___ Test Anxiety
   ___ Other: __________________________

6. Other services you think the student may benefit from:
   ___ Study Skills Building Workshops ___ Financial Aid Information ___ Personal Counseling
   ___ Academic Success Workshops ___ Education Planning ___ Career Assistance
   ___ English Conversation Practice Group ___ Other

7. Do you recommend tutoring for this student? ___ Yes ___ No
   If so, please specify specific area(s) in comment section below.

Your comments, recommendations or any other observations are extremely valuable for the educational success of the student: Please attach an additional sheet of paper if necessary.

Instructors Signature: __________________________

If you have questions or would like to share additional information.

Kahikina O Ka Lā: 984-3334
Ku‘ina: 984-3681
Pai Ka Mana SSS: 984-3574
Title III Mu‘o A’e: 984-3309

In returning this progress report you may do one of the following:
1. Email: Kahikina O Ka Lā: kristiis@hawaii.edu
   Ku‘ina: dphill@hawaii.edu
   Pai Ka Mana SSS: triioscop@hawaii.edu
   Title III Mu‘o A’e: shirota@hawaii.edu
2. Print the form, fill it out and return via fax; 808-984-3872
3. Hand the filled out form to your student
4. Place it in campus mailbox: Kahikina O Ka Lā: Box 228
   Ku‘ina: Box 28
   Title III Mu‘o A’e: Box 57
   Pai Ka Mana SSS: Box 19

July 2013