



Citrus College

Counseling and Student Development

STUDENT ATTENDANCE/PROGRESS REPORT

Student Name: _____ SID# _____

Month: _____ Due Date: _____

You must schedule an appointment to return this form. Incomplete forms will not be accepted. Canvas printouts are accepted for online classes only.

To the Instructor: This student needs verification of attendance/progress per a grant program requirement. Please provide feedback if a grade is not available. Please call (626) 852-8023, if you have any questions. Thank you for your assistance.

COURSE TITLE	UNITS	GRADE TO DATE	ATTENDANCE SATISFACTORY PLEASE CIRCLE		ACADEMIC PROGRESS PLEASE CIRCLE		RECOMMEND TUTORING		INSTRUCTOR'S SIGNATURE
			YES	NO	PASS	FAIL	YES	NO	
			YES	NO	PASS	FAIL	YES	NO	
			YES	NO	PASS	FAIL	YES	NO	
			YES	NO	PASS	FAIL	YES	NO	
			YES	NO	PASS	FAIL	YES	NO	
			YES	NO	PASS	FAIL	YES	NO	
			YES	NO	PASS	FAIL	YES	NO	
			YES	NO	PASS	FAIL	YES	NO	
			YES	NO	PASS	FAIL	YES	NO	

COMMENTS: (Please provide detail why attendance/progress is unsatisfactory or if grade is unavailable):

Received by: _____ Date: _____