Dear Professor/Instructor:

I am monitoring the academic progress of the following student. May I ask for your assistance in this endeavor? Please complete this form and return it to ______________________ at TCU Box __________. I realize that this is an extra burden on you, and I greatly appreciate your help. If you have any questions or concerns, please contact me at 817.257.______.

Thank you,

________________________________________

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Student’s Name__________________________________ ID #_____________________________________

Course________________________________________ Instructor_____________________________________

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Please circle the student’s current grade in the course:

A          B          C          D          F          N/A at this time

Attendance (please circle one):

0-1 days missed          2-3 days missed          4-5 days missed          6+ days missed

Please check all that apply- The student:

_____Displays a positive attitude _____Displays a negative attitude

_____Participates in class     _____Does not participate in class

_____Submits assignments on time     _____Submits assignments late

_____Does not submit assignments

If the student is currently having difficulty in your class, what would you recommend to help the student become successful?____________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

To be completed by instructor:

Instructor Signature______________________________________  Date________________________

Other comments/suggestions:

________________________________________________________________________________

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