

FINANCIAL AID OFFICE Work-in-Progress Report

NAME _____ I.D. # _____

SEMESTER/YEAR: _____

Dear Professor,

The above mentioned student is a Financial Aid applicant. Please aid us in tracking the academic progress of our student by taking a moment to complete this short progress report. Please provide a grade and any appropriate comments that may improve our understanding of the student's performance

If the student is no longer attending class, please include the last date of attendance in comments.

Thank you for your assistance.

Sincerely,

Financial Aid Office Staff
(949)582-4860

	CLASS TITLE	GRADE	COMMENTS	INSTRUCTOR'S SIGNATURE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

Dear Student,

Remember to be considerate of your professor's time by making an appointment to review your grade or sending an e-mail to find out an appropriate time to request a progress grade.

STUDENT SIGNATURE _____ DATE _____

(I fully authorize the sharing of information between my professors and the staff of the Financial Aid office at Saddleback College)

Financial Aid Office use only:	
Reviewed by: _____	Date: ____/____/____
Comments: _____	