Attachment

Chapter 4. Part 1: Adult and Dislocated Worker Program Activities

 Progress Report Form

|  |  |  |  |
| --- | --- | --- | --- |
| Participant Name |  | Service Provider Name |  |
| WIOA Application # |  | Program Year |  |

|  |  |
| --- | --- |
| Training Provider Name |  |
| Training Provider Address |  |
| Training Provider Contact Name |  | Contact Title |  |
| Contact Phone Number |  | Contact Email |  |

Please return the completed form within five (5) business days form the date received.

Please indicate the participants status for the following questions and provide additional comments as needed.

1. Is the participant listed above currently enrolled in your training program/working at your site?

Yes [ ]  No [ ]

1. Has the participant demonstrated progress towards established milestones or progress on the Training Agreement and/or Training Plan?

No Progress [ ]  Progress [ ]  Significant Progress [ ]

3. Rate the student for each of the catergories listed below.

|  |
| --- |
| Legend: **O**- Outstanding **S** – Satisfactory **N** – Needs Improvement **N/A** -- Not Applicable |

      Attendance       Participation/Engagement       Skill Development

      Completing Work       Grade(s)/Outcomes       Other:

Additional Comments:

|  |
| --- |
|  |

|  |  |
| --- | --- |
|  |  |
| Training Provider/Employer Signature | Date |

Please return original/scanned copy to:

|  |  |  |  |
| --- | --- | --- | --- |
| Service Provider Name |  | Service Provider Contact Name |  |
| Service Provider Contact Address |  |
| Service Provider Phone |  | Service Provider Email |  |