

Highline Community College Women's Program and WorkFirst Services Mid-Quarter Progress Report

Print Student's Name	Student ID #
Quarter	Date

To the student: *Please have each of your instructors complete the form below and bring it with you upon your next advising appointment with the WorkFirst Advisor. This form will be used to assist advisors with providing you with any necessary resources or support.*

To the instructor: *Please sign this report to confirm satisfactory/unsatisfactory progress in your class for the above student. We appreciate any comments you have that would help us support this student in achieving his or her educational goal. Thank you!*

Satisfactory Progress Y/N	Print Class Name/Title	Print Instructor's Name	Instructor's Signature

Instructor comments:

Student comments:

NOTE: WorkFirst Attendance Line number: (206) 878-3710 ext. 4351
Students must call the WorkFirst Attendance Line on the day of an absence in order for it to be excused. Two or more *unexcused* absences in a month must be reported to DSHS case manager and could result in sanction. Four or more *excused* absences must also be reported to DSHS for consultation to resolve barriers to participation.