

Mid-Term Progress and Attendance Report

Student Employment Program

Financial Aid Office, Kenai Peninsula College - 262-0332

Student's Name

Date: **March 6, 2012**

Spring Term

- **Note to Instructor(s):**

As a condition for participation in the Student Employment Program, all student employees are required to obtain signatures from every instructor verifying that he/she is attending class regularly and is doing satisfactory work to date. Please indicate below if the above named student has been performing satisfactory in your class. Thank you for your assistance in this matter.

- **Note to Student:**

*As a requirement for participation in the Student Employment Program, you must obtain signatures from *ALL your instructors verifying satisfactory progress and attendance in each course enrolled. If you have any questions or concerns, please stop by the Financial Aid Office for assistance.*

****Return the completed form to your supervisor(s) no later than: [Friday, March 23rd, 2012]**

- **Note to Supervisor(s):**

****For an uninterrupted student employment contract, this form must be completed, signed, and returned to the FAO no later than: [Wednesday, March 28th, 2012]**

If your student employee has two positions on campus, both supervisors must sign the progress report.

Course	Credits	Progress (circle one)	Attendance (circle one)	Instructor's Signature	Date or date class COMPLETED
		S / U	S / U		
		S / U	S / U		
		S / U	S / U		
		S / U	S / U		
		S / U	S / U		
		S / U	S / U		

S = Satisfactory U = Unsatisfactory

***eLive or Blackboard Classes:** Students need to write the classes in the above section; however, students may submit an *e-mailed message from the instructor* or *print a copy of the grade book* for any distance class with Blackboard access, in lieu of gaining a signature on this form. The e-mail message or grade sheet must be attached to this form and turned in to your supervisor(s) by the required deadline.

**** Supervisor: failure to complete and return** this form to the FAO by the deadline **[Wednesday, March 28th, 2012]** will unfortunately result in the *TERMINATION* of this student's Employment Contract. **Extensions may be granted on a case-by-case basis.**

Supervisor's Signature:

Date

2nd Supervisor's Signature:

Date

Only required if student has two positions