

TO: Instructors

SUBJECT: EXPANDED OPTIONS ACADEMIC PROGRESS REPORT

Expanded Options students may be asked to report their progress to their high school. **Please indicate a letter grade (A through F) or pass (P)/No-pass (NP), as applicable, earned to-date.**
Thank you for your assistance.

Student: _____

RCC ID: _____

Date _____ Term/Year _____

<u>COURSE</u>	<u>GRADE</u>	<u>INSTRUCTOR SIGNATURE</u>	<u>DATE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note to STUDENT:

If you are attending any of the distance education course types listed below, you may need to e-mail your instructor, request your progress information, and return to your school with this form.

- Telecourse
- Late-Start Course
- Web-Based Course

STUDENT CONFIRMATION STATEMENT:

I realize that I must attend all courses for which I am registered. Attendance in a distance education class is defined as submitting an assignment or taking a test. It is my responsibility to notify my high school counselor if I have not attended the course(s) listed above. I confirm that I am currently attending/will attend all courses and that all information on this form is true and correct to the best of my knowledge.

Student Signature

Date