

# BFET MONTHLY PROGRESS FORM

- Workforce Services is required to monitor and report on student progress by the end of each month.
- Failure to submit progress forms by the due date (or update your advisor on your progress via phone, email or in person) could affect future funding, or your place in the BFET program.

**PLEASE SUBMIT THIS PROGRESS FORM TO THE WORKFORCE SERVICES OFFICE OR EMAIL TO YOUR ADVISOR BY THE 25<sup>TH</sup> OF THE MONTH.**

**Please answer the following questions:**

- 1) Did you add or drop any classes this month? YES NO  
If YES, please explain

- 2) Are you making satisfactory progress (passing grades) in all your classes? YES NO  
If NO, please explain

- 3) Tell us about something you achieved in one of your classes in the last month. Or, something you learned that you found interesting.

- 4) Will you be completing your degree or certificate in the next 2 quarters? YES NO  
If YES, what is your plan for re-entering employment? Do you need help with a resume, cover letter, job search methods, interview techniques, etc.?

- 5) Do you have concerns about your educational program, do you need help with your studies, or has anything come up in your life which is affecting your studies? YES NO  
If YES, please explain.

I certify that all information I have provided is accurate:

NAME: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Progress form for month \_\_\_\_\_

DATE: \_\_\_\_\_