

Student's Name \_\_\_\_\_

Print Form

Dear Instructor:

The above student is a member of the Frostburg State University Regional Math/Science Center, a US Dept of Education grant program designed to help prepare qualified students for college, specifically in the areas of math and science. One of our goals is to monitor student academic progress throughout the school year. We would greatly appreciate your input regarding the progress of our students. If we can be of assistance or if you would like additional information about our program please give me a call or send me an email.

You may return the completed form to the student so that he/she can send them to our office all together, you may mail the form directly to our office, or you may complete the form electronically. To submit the form electronically please visit our web site [www.frostburg.edu/clife/mscenter/guidance.htm](http://www.frostburg.edu/clife/mscenter/guidance.htm). **Save the Progress Report Form** (a pdf file) to your computer, complete the form and then email it as an attachment to [rhegeman@frostburg.edu](mailto:rhegeman@frostburg.edu). If you submit the form via email without first saving it to your computer I will only receive a blank document, so please be sure to save it first.

If you would like to discuss this student's progress please contact our office.

Thank you for your support.

Rita Hegeman  
Director

101 Braddock Rd.  
Frostburg, MD 21532  
1-800-646-6004  
[rhegeman@frostburg.edu](mailto:rhegeman@frostburg.edu)

Course Name \_\_\_\_\_ Instructor's Name \_\_\_\_\_

At this point in time this student's grade is \_\_\_\_\_

Please provide us with test/assignment grades: \_\_\_\_\_

This student's progress is:

- ☐ Excellent  
☐ Satisfactory  
☐ In Need of Improvement

The duration of this class is:

- ☐ 1 Marking Period  
☐ 1/2 Year  
☐ All Year  
☐ Other: \_\_\_\_\_

This course is classified as:

- ☐ AP ☐ IB  
☐ Honors ☐ Merit  
☐ College Prep  
☐ Other: \_\_\_\_\_

Are assignments complete and on time? (please comment) ☐ Yes ☐ No

Recommended areas for improvement: \_\_\_\_\_

Is tutoring available through your school? ☐ Yes ☐ No \_\_\_\_\_

Additional Comments:

If you are willing to communicate with us via email concerning this student's academic progress please provide your email address: \_\_\_\_\_

Date: \_\_\_\_\_