



STUDENT SUPPORT SERVICES STUDENT MONITORING FORM

Student: _____

Instructor: _____

Course: _____

Date: _____ (M/D/YYYY)

As part of an ongoing effort to increase the likelihood of our students' success, we seek your assistance in monitoring their academic progress in your classes. **Please complete the checklist below and either return to Janice Howell in Room 114 in the New Student Center OR copy and paste the form in Microsoft Word, complete one for each student on whom you wish to report, and send them to Janice Howell at howellj@roanokechowan.edu.** Thank you for your assistance. **NOTE:** Please use this form to also report concerns/difficulties at **MIDTERM** of each semester/term.

1. At this time, the student will receive a grade of (Check one):

A B C D F

Satisfactory Unsatisfactory

2. The student is doing satisfactory work

and I anticipate no problems

but I anticipate trouble soon in the following area(s): _____

3. The student is doing unsatisfactory work due to the following (select all that apply):

_____ excessive tardiness/absenteeism (#_____)

_____ assignments are incomplete or carelessly done

_____ he/she does not complete unit tests

_____ he/she does not retake exams to improve grade average

_____ poor attitude in class

_____ he/she does not pay attention in class

_____ he/she fails to ask questions when he/she does not understand

_____ he/she is not properly prepared to take this course

_____ other (*please specify*) _____

4. Would you recommend a tutor for this student? Yes No

Recommended Tutor(s) _____

Comments:

Instructor's Signature: _____

Date: _____

FOR OFFICE USE ONLY: _____

FOLLOW-UP FOR STUDENT SUPPORT SERVICES COUNSELOR

Date: _____ (M/D/YYYY)

Student Contacted by:

- Phone
- Note On Classroom Door
- In Person
- Mailed "Message"

Student Response: _____

Action Taken: _____

FOLLOW-UP:

- Instructor
- SSS Tutor Coordinator