



STUDENT SUPPORT SERVICES STUDENT MONITORING FORM

Student _____
Course _____

Instructor _____
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 Sandra Copeland 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 Sandra Copeland at sandrac@roanokechowan.edu.** Thank you for your assistance. **NOTE:** Please use this form to report concerns/difficulties at **MIDTERM** of each semester/term.

1. At this time, the student would 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 Signature _____

Date _____

FOR OFFICE USE ONLY _____

FOLLOW-UP FOR STUDENT SUPPORT SERVICES COUNSELOR

Date _____

Student Contacted by

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

Student Response _____

Action Taken _____

FOLLOW-UP

- Instructor
- SSS Tutor Coordinator
- Student Services Counselor

FOR OFFICE USE
Note(s) Posted (Date)
"Message" Mailed (Date)
Email Sent (Date)
Student Responded (Date)