

To: _____
(Professor Name)

From: _____
(Student Name)

Date: _____

Re: **GRADE/PROGRESS CHECK**

I am enrolled in _____ and I am interested in knowing my current
(Name of Course)

Grade/progress in your class. Please let me know how I am progressing by filling out and signing the section below. Any suggestions for improvement are welcome.

Please give the completed form back to me at your convenience.

Thank you for your cooperation.



I have discussed with this student his/her progress in my class.

The current grade/evaluation is: _____

_____.

Class attendance has been: _____.

Additional comments:

(Signature of Instructor)

(Date)

Please return this form to the student.