



WORKFORCE EDUCATION WORKFIRST STUDENT MONTHLY PROGRESS REPORT

greenriver.edu/WorkforceEducation • (253) 833-9111 Ext. 2211 • 12401 SE 320th St., Auburn, WA

Please submit this form on the 15th and the end of each month to the Workforce Education Office in Cedar Hall, room 303.

Name: _____ SID number: _____

Phone: _____ Alternate phone: _____

Program of study: _____

Quarter: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____ Month: _____

PROGRESS

1. Did you drop any of your classes? ☐ No ☐ Yes – If yes, please explain below which class and how many credits it is worth

Student comment: _____

Staff comment: _____

2. Are you making satisfactory progress in all your courses? ☐ Yes ☐ No – If no, please explain below

Student comment: _____

Staff comment: _____

IRP WEEKLY HOURS

Required IRP weekly hours by DSHS: _____

Students must know their required IRP weekly hours, total hours should match with IRP hours. Do not include weekend hours unless student has online classes only.

Week	Classroom Hours	Online/Arranged Class Hours	Homework Hours and Lab Time	Total Hours
1				
2				
3				
4				
5				
Total hours for the month				

ABSENCES

Please list all absences for the month to the right.

All absences must be reported the same day they occur. You may report in one of the following ways:

1. Call the Workforce Office at (253) 833-9111, Ext. 2211
2. Online on WorkFirst website at greenriver.edu/workfirst
3. Email workfirst@greenriver.edu

Date	Hours	Date	Hours

SIGNATURE

☐ I hereby certify that all the information I have provided is accurate.

Signature: _____ Date: _____