

**PROGRESS REPORT FORM**

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

High School: \_\_\_\_\_

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

Town Responsible  
for Student: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Send to Attention of:  
\_\_\_\_\_

**Fill Out Relevant Portion**

A. January Progress \_\_\_\_\_

June Progress \_\_\_\_\_

\_\_\_\_\_ No concerns at this point

\_\_\_\_\_ The following concerns (academic/special) exist:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a copy of this semester's rank card.

B. Concerns with the student:

\_\_\_\_\_ Transferred to another high school. Date: \_\_\_\_\_

\_\_\_\_\_ Moved to another town. Date: \_\_\_\_\_

\_\_\_\_\_ Has been absent for more than 10 school days. Dates of absence:  
\_\_\_\_\_

\_\_\_\_\_ Has been removed for disciplinary reasons. Date: \_\_\_\_\_

\_\_\_\_\_ Referred to an alternative program.

\_\_\_\_\_ Referred to Student Assistance Team.

\_\_\_\_\_ Has been referred by staff or parent/guardian for consideration as a possible special needs student.

\_\_\_\_\_ Other

Summary of action to be taken in response to concerns:

---

---

---

---

Adopted: \_\_\_\_\_

**[NOTE: This sample policy was reviewed and revised for MADSEC by Eric Herlan, Esq., Drummond Woodsum & MacMahon, in April 2000, for compliance with special education regulations in effect as of November 1, 1999, and is distributed by MSMA with the permission of MADSEC. Any substantive modifications of this sample policy should be reviewed by legal counsel. As law and regulations in this area frequently change, local school units may wish to consult with their legal counsel before adopting this policy.]**

**PLEASE NOTE** MSMA sample policies and other resource materials do not necessarily reflect official Association policy. They are not intended for verbatim replication. Sample policies should be used as a starting point for a board's policy development on specific topics. Rarely does one board's policy serve exactly to address the concerns and needs of all other school units. MSMA recommends a careful analysis of the need and purpose of any policy and a thorough consideration of the application and suitability to the individual school system.

MSMA sample policies and other resource materials may not be considered as legal advice and are not intended as a substitute for the advice of a board's own legal counsel.