

MLIS-Dalian I-Report

(For students currently not meeting learning outcomes and "At Risk" students)

The primary function of the I-Report is to provide early notification for students who are currently not meeting learning outcomes or fall into an "at risk" category. Therefore, all students who are not passing will receive an I-Report from their teacher. Additionally, some students who are currently passing may receive an I-Report from their teacher even though it is optional. As always, please feel free to contact the teacher to discuss any concerns.

STUDENT NAME	STUDENT NUMBER	DATE OF I-REPORT
COURSE	TEACHER	COUNSELOR
LIST OF MISSING LEARNING OUTCOMES		% CURRENT GRADE AS OF I-REPORT DATE
REASONS FOR MISSING ASSESSMENTS Attendance Requirements Not Met Not Completed N / A Other: (Specify)		REASONS FOR AT RISK Unexcused Absences Excused Absences Behaviour Work Ethic N / A Other: (Specify)
EXPECTED ACTION PLAN Attend Tutorials Success Room Meet With Teacher Complete Missed Assessments Complete I-Package Other: (Specify)		



PLEASE READ THE FOLLOWING BEFORE SUBMITTING THIS I-REPORT

- You (the student) agree to the set due dates and will complete and hand in your assignments on time.
- If you need help, you will ask the teacher.
- If you are unable to complete an assignment by the set deadline, or write a test on a specified date, you will notify the teacher before that time.
- Due to the I-Report, the counselor will be contacting your parents and informing them of the situation.
- If you continue to not meet the learning outcomes, there is a possibility of failing the course.

STUDENT NOTIFIED AND GIVEN COPY OF I-REPORT	DATE:
COUNSELOR NOTIFIED AND GIVEN COPY OF I-REPORT	DATE:

FOLLOW-UP: COMPLETION OF ACTION PLAN

(List the various aspects of the action plan and how the student will be re-assessed for completion of learning outcomes).

MLIS-Dalian I-Report Student Summary

ASSIGNMENT DESCRIPTION	DUE DATE	NOTES	COMPLETE

PLEASE SUBMIT I-REPORT, AND ANY UPDATES TO THIS REPORT TO THE FTP