

Department of Post-Secondary Education, Training and Labour
Training and Skills Development (TSD)
Attendance and Progress Report

Important: It is a TSD requirement that the Attendance and Progress Report be submitted by the due dates indicated below. Failure to provide the report on time will result in the review of the student's Employment Action Plan and could result in a reduction or cancelation of the TSD contract and funding.

Required report due dates				
Additional reports - For Academic Upgrading interventions or as required by the Employment Counselor				

Client information

Last Name

First Name

Initials

Last three digits of Social Insurance Number

Institution and Program/Course Information

Name of Institution

Name of Program/Course

Student Attendance and Progress Information

of Days

of Classes

Yes

☐

No

☐

Included

☐

Not Included

☐

Date: (YYYY/MM/DD)

Yes

☐

No

☐

Comments:

AP Rpt: _____

Address any question/concerns to:

Name of Employment Counselor

E-mail address

Telephone Number

Fax Number

Please return completed report to the student.

Printed name of School Official

Title

Telephone number

Signature of School Official

Date

CONFIDENTIALITY CLAUSE

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