

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				
November 4th, 2022	December 17th, 2022	February 24th, 2023	April 28th, 2023	May 26th, 2023

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
Rahman	Mahfuzur		852

Institution and Program/Course Information

Name of Institution	NBCC - Moncton
Name of Program/Course	Information Technology: Web and Mobile Application Development

Student Attendance and Progress Information

Number of days or classes missed (if not full days, then indicate the number of classes)	# of Days	<input type="text" value="0"/>	# of Classes	<input type="text" value="0"/>
Any difficulties/barriers in any subject that may affect the ability to pass and successfully complete the program/course on time? If yes, comment below.	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Please include a transcript or unofficial record of marks to date. If not available, please indicate the date it will become available.	Included	<input type="checkbox"/>	Not Included	<input checked="" type="checkbox"/>
	Date: (YYYY/MM/DD)	ASK STUDENT		
Are there any other issues/concerns that need to be addressed? If yes, comment below.	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Comments:

AP Rpt: \_\_\_\_\_

Address any question/concerns to:

Name of Employment Counselor

E-mail address

Chelsey Melanson

Chelsey.Melanson@gnb.ca

Telephone Number

Fax Number

(506) 523-7601

Please return completed report to the student.

STEPHEN CARTER  
Printed name of School Official

COORDINATING  
Title  
INSTRUCTOR

869-6279  
Telephone number

[Signature]  
Signature of School Official

2022-11-01  
Date

**CONFIDENTIALITY CLAUSE**

This information is confidential, may be privileged and is intended for the exclusive use of the addressee. Any other person is strictly prohibited from using, disclosing, distributing or reproducing it. If you have received this communication in error, please reply by e-mail to the sender and delete or destroy all copies of this message.

*Funded by the Government of Canada and the Province of New Brunswick through the  
Canada-New Brunswick Labour Market Agreements.*