

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				
Oct	Jan	April	June	
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
Tozer	Nathaniel		470

**Institution and Program/Course Information**

Name of Institution	NBCC-Moncton
Name of Program/Course	Information Technology web and moible 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	0	# of Classes	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 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)	see student		
Are there any other issues/concerns that need to be addressed? If yes, comment below.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

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

Address any question/concerns to:

Name of Employment Counselor

Paula Foley

E-mail address

paula.foley@gnb.ca

Telephone Number

(506) 627-4566

Fax Number

Please return completed report to the student.

STEPHEN CARTER

Printed name of School Official

Title

Telephone number

Signature of School Official

Date

CONFIDENTIALITY CLAUSE

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