

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
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**Additional reports - For Academic Upgrading interventions or as required by the Employment Counselor**

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**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 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 ☐ No ☒

Please include a transcript or unofficial record of marks to date. If not available, please indicate the date it will become available. Included ☐ Not Included ☒

Date: (YYYY/MM/DD) \_\_\_\_\_ ask student

Are there any other issues/concerns that need to be addressed? If yes, comment below. Yes ☐ No ☒

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

Coordinating Instructor

Printed name of School Official

Title

Telephone number

2023-02-13

Signature of School Official

Date

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