


## 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 client's Employment Action Plan and could result in a reduction or cancelation of the TSD contract and funding.

Required Report Due Dates				
30 December 2021 Or when marks are available.	25 February 2022	30 April 2022	30 June 2022 Include Transcript	
Additional Reports – as required by the employment counsellor				

Identifying Information		
<i>This section is to be completed by the client</i>		
Client Name	Shawn Pelletier	
Name of Training Institution	New Brunswick Community College	
Campus Location	Moncton	
Name of Program	Web and Mobile Application Development	
Training Dates	Start: sept 7 2021	End: dec. 17 2021

Attendance and Progress		
This section is to be completed by the training institution and returned to the client Please use the comment box to elaborate when needed		
Number of days or classes missed ( <b>90% attendance required</b> ) Please comment with reasons for absences and percentage of attendance.	# Days: 0	# Classes: 0
Have any difficulties/barriers been identified that may affect the ability to successfully complete the program/course on time? If yes, please comment.	Yes	No
Are there any other issues or concerns that need to be addressed? If yes, please comment.	Yes	No
Transcripts or unofficial record of marks to date are due mid-way and at end of the academic year. Are they included with this report?	Yes	No
If no, please indicate the date it will become available (YYYY/MM/DD)	Student can generate	
Academic Progress (please check one): <i>Excellent</i> <input type="checkbox"/> <i>Acceptable</i> <input type="checkbox"/> <i>Not Acceptable</i> <input checked="" type="checkbox"/>	(Please comment)	
<b>Comments:</b>  Shawn has been unsuccessful in a couple of courses that will postpone his graduation until 2024. His attendance is excellent.		

Name of School Official	Stephen Carter	Title	Coordinating Instructor
Email	<a href="mailto:Stephen.carter@nbcc.ca">Stephen.carter@nbcc.ca</a>	Phone number	506.869.6279
Signature of School Official		Date	4/27/2022
Signature of Client		Date	

The client must return form to the following people by the due date	
WorkingNB Employment Counsellor	Social Development Case Manager (if applicable)
Name John DosSantos	Name
Email john.dossantos@gnb.ca	Email
Fax 506-453-3457	Fax
Drop off: 300 St. Mary's Street, 3 <sup>rd</sup> floor	Drop off:

