

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**

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