

Pre-Employment Transition Services (Pre-ETS) Attendance and Progress Report

Student/ID#: _____ Counselor: _____

Vendor: _____ Instructor of Pre-ETS activities: _____

Month of: _____

Attendance

Facilitated:

- In-person training
- Virtual training
- A combination of in person and virtual training

Instructions:

- For each week of the training, enter the date (mm/dd-dd/yy) of Sunday through Saturday in the date column.
- For each day, enter the number of sessions completed and the Pre-ETS activity (Job Exploration=JE, Workplace Readiness Training=WR, Post-Secondary Opportunities Training=PS or Self-Advocacy=SA) provided.
- If the student is absent for the activity, record an "A" for the day missed. Record N/A if a session was not scheduled for that day.

Week	Date (Sun-Sat)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1								
2								
3								
4								
5								

Total number of sessions for each Pre-ETS activity, student participated in:

Job Exploration Counseling

Workplace Readiness

Postsecondary Opportunities

Self-Advocacy Instruction

By signing below, I certify that I attended the noted sessions, on the above dates.

Student's signature:

Date:

Student's Performance

Instructions: Use the scale to rate the student's overall performance.

	Excellent	Satisfactory	Improvement Needed	Not Applicable
Ability to learn				
Punctuality				
Appropriate hygiene/grooming				
Appropriate interaction with peers				
Ability to work with others on a team				
Ability to work independently				
Attention to task/concentration				
Responsive to constructive feedback				
Follows written instructions				
Follows oral instructions				
Student Engagement				

Instructions: Answer in paragraph form. Leave no blanks. Enter N/A if not applicable.

Identify any challenges/area of improvement.

Describe the level of student participation and performance in the Pre-ETS activities.

Additional Comments (i.e. performance issues, concerns, clarifications)

By signing below, I certify that:

- The above dates, times, and Pre-ETS activities are accurate;
- I personally facilitated the Pre-ETS activities.

Instructor's Signature: _____ **Date:** _____