

## Progress Report

If you are using this in Microsoft Word:

- I created this to be used as a template. The gray boxes are form fields that you can type in. In the spaces where you enter progress, the boxes are drop down menus that allow you to choose from 1 – 4 or N/A.
- At the bottom, you can also include a phone number or e-mail address where I have written that I can be contacted at the school between the hours of 8:00 AM and 3:00 PM.
- I always completed this on the computer, but you can print it out. The gray boxes do not appear when the document is printed.
- I ALWAYS added **handwritten** comments at the bottom. I believe this gives it a personal touch and shows that you care.

If you are using this in Adobe PDF:

- I am sorry, but you can only print this out and write on it by hand.
- Unless...you are much better at a computer than I am and know how to use Adobe writer to create a form. That is just WAY over my head! I have tried!  
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