

Explanation of Need for Academic Monitoring/Form Completion

As a general rule any student who receives a grade of C- or below on a progress or quarterly grade report should be asked to begin weekly check-ins with their instructors. In an effort to provide each student and ISC with the most accurate information possible, we also ask students to complete Academic Monitoring forms in each class as needed. These forms are intended to facilitate this communication between the student, instructor, parents and ISC. The information that is generated on a weekly basis by the instructor will hopefully produce a positive dialogue between all interested parties in assisting the student to bring their grade up into the "C" or better range. In many cases these weekly reports have been useful in guiding ISC and parent conversations with students around identifying the problem and generating useful strategies to resolve these issues.

When it has been determined that a student's academic performance requires these weekly monitoring forms be used, the ISC should arrange to sit down with the student and explain how these forms will be used. The first step is to complete the top portion of the academic monitoring form filling in the student name, current week, class period, and class time of the course to be monitored. Please also fill in the subject name and teacher's name of the course to be monitored. The next step is to request these forms be completed and returned to you before your next center meeting.

Please explain to the student that we are asking him/her to approach their instructor(s) with completed monitoring forms and advocate for themselves. The conversation should go something like: "I know I am not doing as well as I should in your course and would like you to complete this academic monitoring form and return it to (ISC name) before next week. If it is more convenient I will collect the form next class and give it to my ISC. As a member of the Upward Bound program I understand the value of this course and know I need to improve my grade. My ISC and the Upward Bound program are also available to help me accomplish this goal. Any extra help or constructive feedback you can give me would be very appreciated."

Once you have received the completed form arrange to sit down and discuss the information with the student. Based on the information collected set goals and generate strategies on the next step. These forms should continue to be completed until the end of the quarter. Copies of the completed forms should be sent to: the white or top copy should be sent home to the parent/guardian of the student in an attempt to keep them in the communication loop, the yellow or middle copy of the form should be given to the UB core staff member working with your school, and the pink or bottom copy should be kept by the ISC. Each student has signed a student expectations contract agreeing to participate in this type of academic counseling. If a student refuses to participate please contact your UB core staff member as soon as possible. In the past we have had more trouble getting teachers to fill out the forms than student participation and your help in this area would also be greatly appreciated!