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| ***School Name***  ***School Address***  SAP Evaluation Form |
| student Information |

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| --- | --- | --- | --- |
| **Student Name and ID** |  | **Date of Birth:** | \_\_\_/\_\_\_/\_\_\_\_\_\_ |
| **Address** |  | | |
| **Phone** |  | **Email Address** |  |

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| Program Information |

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| **Program Name:** | | **Total Program Hours:** | |
| **Refund Policy**  ***(circle one)*** | Mini  Quarter  Term | **Start Date Mini:** | **Mid-Point Mini:** |
| \_\_\_/\_\_\_/\_\_\_\_\_\_ | \_\_\_/\_\_\_/\_\_\_\_\_\_ |
| **Start Date Quarter/Term:** | **End Date Quarter/Term:** |
| **Quarter or Term number:** | \_\_\_\_ of \_\_\_\_ | \_\_\_/\_\_\_/\_\_\_\_\_\_ | \_\_\_/\_\_\_/\_\_\_\_\_\_ |

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| Progress Information |

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| **EVALUATION DATE** |  | **EVALUATION DATE** |  | **NOTES:** |
| **MIDPOINT GPA %** |  | **ENDPOINT GPA %** |  |  |
| **MIDPOINT ATTENDANCE %\*** |  | **ENDPOINT ATTENDANCE %\*** |  |
| **STATUS (Circle one):**  *GPA AND ATTENDANCE MUST BE 70% OR HIGHER* | Meeting SAP | **STATUS (Circle one):**  *GPA AND ATTENDANCE MUST BE 70% OR HIGHER* | Meeting SAP |
| Warning | Warning |
| Probation | Probation |
|  | 30 Day Extension |
|  | Withdrawn |
| **DATE OF WARNING, PROBATION OR WITHDRAW LETTER+** | \_\_\_/\_\_\_/\_\_\_\_\_\_ | **DATE OF WARNING, PROBATION OR WITHDRAW LETTER+** | \_\_\_/\_\_\_/\_\_\_\_\_\_ |

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| \*Hours Present ÷ Total Hours Offered x 100 **SAP Acknowledgement +** |

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| **MidPoint** | \_\_\_/\_\_\_/\_\_\_\_\_\_ | **EndPoint** | \_\_\_/\_\_\_/\_\_\_\_\_\_ |
| **Student Signature:** |  | **Student Signature:** |  |
| **Director Signature:** |  | **Director Signature:** |  |
| **Date of Check-in** | \_\_\_/\_\_\_/\_\_\_\_\_\_ | **Date of Check-in** | \_\_\_/\_\_\_/\_\_\_\_\_\_ |
| **How will the school provide remediation and counseling to this student?** |  | | |

+Needed only if student is not meeting SAP.