

This is a sample of the Progress Report you will be faxed EVERY WEEK when you enroll a client in an Allied Career Training Course with On Track Personal Service (OTPS)



Educational Support Dept. 888-751-2303

Educational Retraining Progress Report

Jan. 09, 2004

To Your Name Here
Company ABC Rehabilitation
Phone 888-555-5555
Fax 888-555-5556

From Joe Academic Advisor
Phone 888-751-2303
Fax 800-898-9188
Rep. John Admissions Representative

Student Name ANNIE STUDENT
Phone 949-555-9494
Course of Study Medical Billing
Claim Number 0000000001
State Exam Date _____

The **Comments** box gives you a more personal assessment of your client's progress and participation in the course.

This box helps you keep track of each report Allied sends you.

Report #5 of 15
 01/02/04 – 01/08/04

<p>Dates of student availability: Friday Jan 02 Monday Jan 05 Wednesday Jan 07 Thursday Jan 08</p>	<p>Comments: Annie has made significant progress this week, after experiencing some difficulties last week due to persistent pain. She has caught up on all of her assignments and mailed in her first midterm examination on Wednesday. I will include her grade in next week's report.</p>
<p>Academic Advisor contacted counselor on: No contact made with rehabilitation counselor.</p>	

This box lists your client's availability for each week.

This box keeps track of all interaction you have with your client's Allied Academic Advisor.

Assignment Summary:

Course Medical Billing
 Assignments completed 7/22 32% complete
 Final exam completed on _____

- Student is on track.
- Student is studying but is behind schedule.
- Student progress is unsatisfactory.
- Student progress is unknown.

The **Assignment Summary** gives you an at-a-glance overview of your client's status in the course.

If you have any questions regarding Allied's Progress Report system or Career Training Programs, visit www.alliedvocrehab.com or call 888-925-4283.