

Post Progress Review Procedures

- Complete Tutor/Learner Progress Report form and print in peach (1 for each goal).
- Chart in tutor and learner folders that Progress Review was completed.
- Place peach copy(s), new role/goal map, tutor and learner folders, in Janice's top basket.
- Janice will:
 - * place original in tutor's folder
 - * send 1 copy to tutor
 - * route 1 copy for staff review
- After copy is reviewed by all staff, return to Joanne
- Follow-up with phone call to answer any questions, etc.