

# MONTHLY PERFORMANCE REPORT & ACADEMIC INCENTIVE PAYMENT

Participant: \_\_\_\_\_ CMS # \_\_\_\_\_

Program of Enrollment: LO \_\_\_\_ LI \_\_\_\_ Other \_\_\_\_

Participant Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Rating Scale**

3	Excellent	Consistently meets or exceeds classroom/workplace standards
2	Good	Consistently meets classroom/workplace standards
1	Needs Improvement	Needs to work on meeting this standard
0	Unacceptable	Action recommended
N	Not Rated	Unable to rate on this standards

**Time and Attendance** (Circle appropriate number)

On time for class sessions	3	2	1	0	N
Maintains acceptable attendance rate	3	2	1	0	N
Is ready to begin work at the start of each sessions	3	2	1	0	N

**Presenting Appropriate Appearance**

Cleanliness and grooming	3	2	1	0	N
Appropriateness of dress	3	2	1	0	N

**Relationships with Peers**

Communicates in a courteous and friendly manner	3	2	1	0	N
Cooperates as part of a team	3	2	1	0	N
Deals with criticism in a positive manner	3	2	1	0	N
Works independently when appropriate	3	2	1	0	N

**Completing Tasks Effectively**

Follows oral and written instructions	3	2	1	0	N
Accepts responsibility for task completion (Obj. & Homework)	3	2	1	0	N
Meets classroom standards for accuracy	3	2	1	0	N
Meets classroom standards for efficiency	3	2	1	0	N

**PARTICIPATION:**

WIOA Enrollment Date: \_\_\_\_\_

State Ed Enrollment Date: \_\_\_\_\_

30 day enrollment satisfactorily met?

Yes \_\_\_\_\_ No \_\_\_\_\_

**BEHAVIOR**

Scores an average of 2 or above on Workplace Standards \_\_\_\_\_

Satisfactorily met?

Yes \_\_\_\_\_ No \_\_\_\_\_

**INCENTIVE EARNED**

- GED test (first three @ \$50 ea) \_\_\_\_\_ x \$50      \$ \_\_\_\_\_
- GED: final test passed and certificate earned      \$ 100
- HS Diploma attained      \$ 100
- IC3 Certification      \$ 100
- MOS Certification      \$ 100
- Workplace Skills Certification (Work Keys-Blue)      \$ 50
- Workplace Skills Certification (Work Keys-Gold)      \$ 100
- CASAS EFL gain      \$ 50
- 1 Credit (up to 4 a year) @\$50 ea x \_\_\_\_\_ =      \$ \_\_\_\_\_
- Voc (CTE) Credit @ \$100 ea x \_\_\_\_\_ =      \$ \_\_\_\_\_
- Retention: Placement in Unsub. Employment, PS Education or  
Advanced Training (Job Corp, Appr., Military) for 30 days      \$ 200
- Other Approved Incentive: \_\_\_\_\_ \$ \_\_\_\_\_

Comments:

**TOTAL AMOUNT EARNED:**

\$ \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_ Trainer \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_ Manager \_\_\_\_\_