**Attendance:**

Did you miss any classes this week? Which ones? Why? Were the absences avoidable? How?

How many total absences have you had in those classes to date? What is the attendance policy in those classes?

**Timeliness:**

Were you late to any classes this week? Which ones? What time did you arrive? Why were you late?

If you were late, how could you avoid being late next time?

**Projects Completed:**

(Project #, page number, description)

**Self-Assessment of Progress:**

What have you learned this week? How do you feel about your progress so far?

Are there any areas in which you need help or assistance? If so, how do you need assistance?