

**MEMO**

**To: TSTC Harlingen Professor/ Instructor**

**From: Johnny Martinez  
Upward Bound Director  
TSTC Harlingen**

**Re: Bridge Student Progress Report**

**Professor/ Instructor, in an attempt to assist our Upward Bound Bridge students in being successful their first summer of college coursework, we are asking your assistance in providing us with a brief weekly progress report. Please comment on the following:**

**Student's Name:** \_\_\_\_\_

**Week of:** \_\_\_\_\_

**Student's Attendance:** \_\_\_\_\_

**Student's Class Participation:** \_\_\_\_\_

**Student's Completion of Homework/ Tasks:** \_\_\_\_\_

**Student's Progress:** \_\_\_\_\_

**Additional Comments:** \_\_\_\_\_

**Professor's/ Instructor's Signature:** \_\_\_\_\_

**\*\* Professor/ Instructor, thank you for your time and effort in assisting our students in being successful summer session. Should you have any comments or concerns that you feel worthy of mentioning in regards to our student, please feel free to contact me at 956-364-4575. Thanks!**