

# Progress Monitoring Form\*

\*One form required for each semester



**Pequea Valley High School**  
 4033 E. Newport Road, PO Box 287, Kinzers, PA 17535  
 (717) 768-5510 FAX # (717) 768-5523  
 Guidance Counselors – Mr. Jason Davis & Mrs. Rebecca Scheuer  
 Internship Coordinator – Mr. Jared Erb (717) 314-4269

Student: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

School Staff: \_\_\_\_\_ Workplace Supervisor: \_\_\_\_\_

Location: \_\_\_\_\_ Job Title: \_\_\_\_\_

Rating System:

5 - Independent / Excellent	The learner consistently performs the skill without prompts
4 - Approaching Independence / Good	The learner performs skill independently most times
3 - Moderately Independent / Average	The learner performs skill with occasional reminders
2 - Sometimes / Fair	The learner needs frequent reminders to perform skills
1 - Rarely / Poor	The learner very rarely or does not perform the skill even with reminders
N/A	Not Applicable

PLEASE CIRCLE ONE

1. Follows directions of supervisor:  
     N/A      1          2          3          4          5
2. Accepts praise and/or criticism from supervisor appropriately:  
     N/A      1          2          3          4          5
3. Observes regulations and safety requirements:  
     N/A      1          2          3          4          5
4. Demonstrates appropriate public behavior and maintains respect for others including the rights and property of others:  
     N/A      1          2          3          4          5
5. Maintains consistent attendance and punctuality:  
     N/A      1          2          3          4          5
6. Works appropriately with others at a satisfactory rate to meet the demands for quality work:  
     N/A      1          2          3          4          5
7. Demonstrates stamina, endurance, and manual dexterity needed for assigned tasks:  
     N/A      1          2          3          4          5
8. Displays consistently high levels of diligence, care, and hard work at given tasks:  
     N/A      1          2          3          4          5
9. Professionalism:
  - a. Maintains appropriate grooming, hygiene, and dress as per company standards.  
     N/A      1          2          3          4          5
  - b. Maintains appropriate language and communications as per company standards.  
     N/A      1          2          3          4          5
  - c. Maintains confidentiality when appropriate.  
     N/A      1          2          3          4          5

Comments:

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