

Progress Sheets

A progress sheet is a grid style listing of the courses needed to meet the requirements of an education endorsement area. These sheets are dated with the catalog year that you began your program.

The progress sheets are an advising tool that should be a work in progress, showing completed coursework for general studies, the education core, and each endorsement area. Each progress sheet must be fully completed, signed and dated by an advisor. The Director of Field Experiences uses this sheet to see that you will have your program completed prior to student teaching. Be sure that all courses have a grade and term that you took the course. Any courses you have yet to complete should have the term listed when you will complete the course. No courses should be left blank.

To obtain a copy of your progress sheet:

Campus Students need to go to the Office of Student Records and ask for your progress sheet. Be sure to let them know it is for your student teaching application. They will need time to update it, so be sure and let them know you will need it a few days before your meeting with your advisor. Be responsible with these sheets, you will have the originals.

Offutt Students need to go to the Offutt education office and ask for a copy of your progress sheets. Then access Cats-On-Line for an unofficial transcript. Take both to your appointment with an education advisor at Offutt. If you are taking courses at other institutions you will need to note that on your progress sheets.

Submit your completed progress sheets with your graduation and student teaching applications.