Semester: **Spring**  
Year: **2009**

**RIO HONDO COLLEGE**  
Request for Work in Progress

**Student Name:**

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**To the Instructor:**

The student named above has requested that his/her grades be made available. Include any comments you may have concerning this student and return this form to the student as soon as possible. Thank you!

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>UNITS</th>
<th>Grade to Date</th>
<th>Instructors’ Signature</th>
<th>Comments</th>
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**To the Student:** It is your responsibility to see that this form is completed by your instructor(s). Return to the office on or before March 27, 2009.
RIO HONDO COLLEGE
Request for Work in Progress

Student Name: ___________________________  Student ID #: ___________________________

To the Student: Schedule an appointment with your instructor during their office hours. Please return this to the appropriate program no later than May 20, 2014. *Please Note: Failure to turn in the WIP form will result in your progress report not being completed.

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<tr>
<th>Subject</th>
<th>Progress To Date</th>
<th>Instructors’ Signature</th>
<th>Comments</th>
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<tbody>
<tr>
<td></td>
<td>Above Average</td>
<td>Average</td>
<td>Fair</td>
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To the Instructor:
Thank you for assisting us in updating student’s progress. Include any comments you may have concerning this student and return the form to the student as soon as possible. Thank you!