



UNIVERSITY OF WISCONSIN-STEVENS POINT UPWARD BOUND PROGRAM

DIRECTIONS - MONTHLY ACTIVITY REPORT

The Monthly Activity Report is the obligation of every Upward Bound student. A report must be submitted by every student **each month** if he/she wishes to remain in good standing with the program. Failure to send the report on time will result in a penalty for the student. **Students who fail to complete and submit a monthly report for three consecutive months will be dropped from the Upward Bound Program entirely!**

Monthly Activity Reports are required by federal regulations which say that activity reports be kept on file in the Upward Bound office. Furthermore, monthly reports provide the Upward Bound Director and Coordinator/Academic Advisor with some record of how each student is performing during the school year.

The monthly report itself is a simple one-page sheet which does not require much time or effort to complete. The enclosed example shows how to complete the report and the kind of information the student should remember to include. Please note the following when filling in information: ↓

TOP LINE: Enter student's full name and circle the month being reported. If the report gets separated from the envelope, it is almost impossible to tell who it belongs to unless this information is provided.

SCHOOL INFORMATION: Upward Bound asks for school information to verify its office records. If a student changes schools or moves to a different address, the new information should be written in the "List any changes" line provided.

SCHOOL ATTENDANCE: The number of days the student was not in school during the month should be entered in the space provided. If no days of school were missed, the student should write in "none" or "0". Reasons for the absences should be noted on the line provided.

ASSIGNMENTS AND OUT OF CLASS STUDY TIME: The approximate number of hours spent on school related activities (other than attending class) **for each week during the month** is to be entered on the line after the proper week. Activities which should be included here might be: studying math, writing English paper, worked on art project, met with tutor, athletic practice, etc. **At the end of the week, enter amount of time spent on school activities on the Total Hrs Week line. Students must be specific about what subjects they spend time studying!! Simply writing "did homework" will not be acceptable. Students who are not specific will have their reports returned to them to be redone.**

OTHER ACTIVITIES: Any other activities, at home or at school, are to be written here. It is not necessary to indicate time spent on these activities, however. Hobbies, jobs, clubs, social events, etc., are among the things that you may report.

SIGNATURES: Each student is expected to complete and sign his/her own report. Any responsible adult who is in a position to verify the accuracy of the report can sign in the second space. **Reports that are unsigned by either the student and/or the parent/guardian will be returned to the student for signature.** Therefore, make sure the report is signed before it is mailed in!

PLEASE MAIL REPORTS PROMPTLY TO: Upward Bound Program
204 Nelson Hall
University of Wisconsin-Stevens Point
Stevens Point, WI 54481

OR FAX REPORTS PROMPTLY TO: 715-346-3120

Reports must be mailed in time to reach the Upward Bound office by the 8th of the following month (e.g., September reports should reach the Upward Bound office by October 8th). If the reporting form is lost or destroyed, the information can be recorded on any regular size paper. A report of some kind must be sent to the Upward Bound office every month!