



Physical Address: 1621D East Highway 66. El Reno, OK 73036
Mailing Address: P.O. Box 38. Concho, OK 73022

Dear Fall 2009 Pro-Rated (Freshmen) & High-Risk Students:

As a new student, you are required to submit **TWO** Progress Grade Report. This policy will apply to you as long as you are a **FRESHMAN**. The grade report shows the Higher Education department that you are still attending school. As soon as our office receives this document we can release the remaining funds. The Progress Grade Report will show our office that you are attending classes regularly. If a question arises concerning attendance/grades, our office can offer academic counseling to students. As a reminder, the student has remainder of the semester to complete **ALL** your classes with a GPA of at least 2.0. Pro-Rated only means that your funds are distributed in three amounts. \$1000 is sent to your school when your student file is complete, \$500 is sent for the 1st progress report, and \$500 for the 2nd progress report.

As a renewal student who has been placed on Probation Status, you are required to submit only **ONE** Progress Grade Report. \$1000 is sent when your file is complete, and the remaining funds are sent after you submit a Progress Report. You have the entire semester to pass **ALL** enrolled classes with a GPA of at least 2.0.

- Final transcripts at the **END** of the semester **do not** substitute a Progress Grade Report.

PLEASE SUBMIT 1st GRADE REPORT BY: FRIDAY OCT. 9th 2009
PLEASE SUBMIT 2ND GRADE REPORT BY: FRIDAY NOV. 20TH 2009

Our office will **NOT** fund students without a progress grade report. The award letters are not binding; it is the responsibility of the student as a recipient of the Higher Education Grant to submit required documents.

If you have any questions, please contact Jerrolyn Doyebi (jdoyebi@c-a-tribes.org) or Cheryl Pollock (cpollock@c-a-tribes.org) or by phone 405-422-7653 and 405-422-7646.

Thank you, Jerrolyn Doyebi, Higher Education Coordinator

DO NOT FAX THESE REPORTS, WE MUST HAVE THE ORIGINAL FORM, WITH ORIGINAL SIGNATURES/MAIL THESE FORMS IN

Cheyenne and Arapaho Tribes Higher Education Program
Student Progress Report

Instructors/professors are required to complete a grade report, progress report, and/or class participation report for the student listed below. These students are currently receiving pro-rated funding from the Cheyenne and Arapaho Tribes Higher Education Program and in order to receive the remainder of their scholarship we must have this progress report on file.

Course Name	Course Number	Letter Grade	Credit Hours	GPA	Instructor Signature	Date
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____

Professor/Instructor
Comments: _____

Student Signature: _____ SSN: _____ Date: _____

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