



Work-In-Progress (WIP) Report

Spring 2024 WIP Forms are Due No Later than:
Friday, March 8, 2024

Please read all instructions carefully before submitting.

Instructions:

- 1) Download the fillable form and SAVE it to your computer with your NAME and STUDENT ID (i.e. Jane Doe 1234).
- 2) Complete the grid below with your course name, units, current grade(s), and instructor's name. We understand this grade is subject to change during the semester.
- 3) Attach an image or PDF file of your current Canvas grades as verification for your grades and in lieu of the instructor's signature.
- 4) Sign the bottom of the form
- 5) Email the completed form along with your Canvas grades to calworks-info@cerritos.edu

* If you have already completed a Work-In-Progress form for another program (CARE, EOPS, LINC, Veterans, SAS) you can simply send us a copy of that form. You do not need to complete this form twice unless your grades have changed.

Student's Name: _____

Student ID: _____

Course Name	Units	Grade	Print Instructor's Name
Total Units			

Should your WIP Report indicate a "D", "F" or a "NO PASS" grade it is **REQUIRED** that you make an appointment to meet with a CalWORKs Counselor to discuss your options.

All eligible students in good program standing will be eligible for a FREE gas card when form is completed, and Canvas grades are attached.

This is to confirm that the above information is true and accurate to the best of my knowledge. I understand that the department may call/email me to make an appointment to meet with a counselor if my grades are below a "C" or show "No Pass".

Student's Signature: _____

Date: ___/___/___

Best contact information (email/phone): _____

If you have any questions, concerns, or need assistance completing this form, please feel free to contact us via phone (562)860-2451 ext. 2593 or email: calworks-info@cerritos.edu