

MRT Class Sign-In/Progress Report Instructions Page Two

1. **Please note the confidentiality statement.** Participants need to understand there will be sanctions for violating the statement and that any illegal activity voiced will be reported to the proper supervisor. Examples: step regression, disciplinary report, or dismissal.
2. This form has many purposes and contains a wealth of information. The first four columns are designated for the participant's use. It is their responsibility to sign in at the beginning of each class and note their GDC/UNO number and counselor or office record.
3. The final four columns are for the facilitator's use. When a participant completes all parts of a step, it will be indicated in the "Step Completed" column. If someone attempts a step but does not pass, enter the current completed step in this column. Also indicate if a participant is returned to a previous step. The Session Number column is to indicate the number of sessions the participant has attended.
4. The "Comment" column can be used for many purposes, whether to indicate a participant's promise of presenting a step at the next session, to indicate levels of participation or lack of participation, attitude or any behavioral problems.
5. **Discharge Codes:**

SCRIBE PROGRAM TERMINATION CODES					
00	Enrolled	Currently Enrolled	25	NoFault	No-Fault Terminatn
10	Volwdraw	Voluntary Withdraw	26	Absences	Excessive Absences
13	CogDefct	Cognitive Deficit	50	Success	Successful Completion
17	Transfer	Transfer from Facil			
18	Released	Released from Confi			

6. At the bottom of the page, indicate who was absent and a short reason why. Such as, no show, arrived late and not allowed in, excused, whatever may apply to that particular situation.
7. This form will need to be maintained on site and in chronological order.