**Midterm Grades and Progress Reports**

Career Center students receive a mid-term grade, which becomes a permanent part of their high school transcript. When a Career Center student earns a “D” or “F” grade at midterm, instructors are to complete a Career Center midterm progress report. Instructors should email completed midterm progress reports to Jami Stinnett at [stinnetj@otc.edu](mailto:stinnetj@otc.edu).

Career Center midterm progress report forms are emailed to instructors prior to the deadline to report midterm grades.