

KELLOGG COMMUNITY COLLEGE

STUDENT PROGRESS REPORT E-MAIL AGREEMENT



USAGE DETAILS

This document will allow your company or agency to receive progress reports via e-mail from Kellogg Community College's Regional Manufacturing Technology Center for the sole purpose of monitoring employee/client progress.

At any time your company or agency and/or the RMTc may update a program. These updates may result in modules being added to or deleted from your programs, or in module contact hour increases or decreases to your programs. If this happens you will receive an updated program along with an explanation for the change.

Depending upon when your employee/client entered the program (before or after a program change) the program contact hours may be different from the original program contact hours. These discrepancies should be explained to the employee/client if questioned.

Please note the following:

- 1 Reports can only be used by the authorized contact listed below for monitoring employee/client progress in accordance with the student's signed release.
- 2 Reports cannot be forwarded to anyone else within your company or agency.
- 3 Reports cannot be altered in any way for internal use.
- 4 Reports must be shredded immediately after use if printed.
- 5 Reports will automatically be e-mailed at the end of each semester. Your employees/clients may obtain reports anytime during the semester by logging onto KCC's KRIS system.

SPONSOR

COMPANY NAME			
STREET	CITY	STATE	ZIP
PHONE () -	EXT	FAX () -	

CONTACT

By signing and returning this form you are agreeing to abide by the usage terms listed above.		
PRINTED NAME	TITLE	DATE / /
SIGNATURE	E-MAIL ADDRESS	

Return this form to: Kellogg Community College
Regional Manufacturing Technology Center
405 Hill Brady Road
Battle Creek, MI 49037

For additional information please call 269-965-4137
FAX: 269-962-7370
E-Mail: rmtc@kellogg.edu