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**Attachment 1: Monthly Progress Report Template**

*This monthly progress report template must be completed and submitted by the flight school by the 30th of each month to the Contracting Officer (**Camille.Hogan@dot.gov**) and Contracting Officer Representative (**Rachael.Sack@dot.gov**).*

# Reporting Period

|  |  |
| --- | --- |
| Reporting Period Start/End |  |
| Date Submitted |  |

# General Information

|  |  |
| --- | --- |
| Flight School |  |
| Address |  |
| Phone |  |
| Point of Contact |  |
| Title |  |
| Email |  |
| Phone |  |

# Recruitment and Selection Activities

|  |  |  |
| --- | --- | --- |
| # of Applicants | *How many applications did you receive in total?* | [# here] |
| # of Applicants that are Eligible | *How many applicants met the requirements as described in the Student Eligibility Statement (Attachment 2)* | [# here] |
| # of Applicants Considered for F2F Placement  | *Of those eligible, was there a smaller subset being considered? If yes, please provide a number and a description below on how they were identified.* | [# here] |
| # of Applicants Selected that Declined | *Of those selected, how many declined participating?* | [# here] |

Please provide any comments on the above numbers as needed (optional)?

[Text here]

Please provide an update on recruitment and selection activities for this reporting period. For example: How many types of media were used to promote the initiative? What groups did you promote the initiative to? [Write “N/A” if this no longer applies.]

[Text here]

# Student Progress

Please update the following table with the dates each student completed the training required for each certificate/rating.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Student Name | Private Pilot | Instrument Rating | Commercial Pilot | Multi-Engine | CFI | CFI-I |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Have any of the students listed above ended their participation in the initiative prematurely? If yes, please list who has left the initiative and the reason for their departure, if known.

[Text here]

# Challenges and Questions

List any challenges faced by the flight school and/or F2F students this reporting period or any general questions about the initiative.

[Text here]

# Next Reporting Period

Please provide a summary of activities you expect to occur under the initiative for the next reporting period.

[Text here]

# Other

Is there anything else you would like us to know about activities that occurred this reporting period?

[Text here]