



**Tennessee
TECH**

Center for Career Development
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Term Report Receipt

Complete and return this form **ONLY** if your Term Report will **NOT** be submitted by the deadline date. A grade of UNSATISFACTORY will be given when a Term Report or properly authenticated Term Report Receipt is not received by deadline date.

Name: _____ Email: _____

Employer _____ Address: _____

City/State/Zip Code _____

Work Phone _____ Fax: _____ Co-op Plan: _____

Supervisor Name and Title: _____

Specific reason for report being submitted late (illness, accident, family emergency, company processing or other reason beyond student/supervisor's control):

Signature: _____ Date: _____