

MONTHLY TUTOR REPORT FORM

The information on this form is necessary for statistical reporting to ProLiteracy and the New Mexico Coalition for Literacy.

Tutoring report for the month of _____, 20____ Tutor's Name _____

Student's name_____

We meet (circle): Sun Mon Tue Wed Thu Fri Sat Time(s): _____ Place: _____

Session Date	Session outline/topics covered	Prep Hours	Session hours
TOTALS			

Tracking student achievement is important!

“Prep hours”=tutor spends prepping for sessions “Class hours”=time spent in the session

Thank you for your continued hard work and dedication.

Valencia County Literacy Council, 280 La Entrada, Los Lunas, NM 87031, Phone: 925-8935

Thank you for remembering to submit this form to the Tutoring Coordinator each month!

General comments about student progress and challenges:

Thank you!

My student achieved the following this month—check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Became employed | <input type="checkbox"/> Voted or registered to vote for the first time |
| <input type="checkbox"/> Advanced in employment | <input type="checkbox"/> Enrolled in pre-GED class |
| <input type="checkbox"/> Left public assistance | <input type="checkbox"/> Enrolled in GED classes |
| <input type="checkbox"/> Received citizenship instruction | <input type="checkbox"/> Read more often to his/her child/children |
| <input type="checkbox"/> Attained citizenship | <input type="checkbox"/> More involved in child's education |
| <input type="checkbox"/> Received math instruction | <input type="checkbox"/> Got a driver's license |
| <input type="checkbox"/> Received computer instruction | <input type="checkbox"/> Moved up a level on the CASAS test (test each 20 hours/6 months) |
| <input type="checkbox"/> Improved English proficiency | |
| <input type="checkbox"/> Met other goal: _____ | |

This month I recognized my student with a certificate for:

Please mail (280 La Entrada, Los Lunas, NM 87031), **e-mail** (mreyes@valencialiteracy.org),
or drop off this form soon after the end of each month.