**Required Monthly Hours & Progress Report -** turn in for the previous calendar month

Tutor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month/Year (xx/yy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **󠆰 Literacy󠆰 󠆰󠆰 ESL 󠆰󠆰 Workplace 󠆰󠆰**

|  |  |
| --- | --- |
| # of sessions |  |
| Length of sessions (hrs.) |  |
| **Total Hours Tutored** |  |
| Hours of Prep work by Tutor |  |

Are you taking a break from tutoring (> 4 weeks): \_\_\_ If so, when will you return? \_\_\_\_\_\_\_\_\_\_

Will you be tutoring your student while you are gone (video chat/email/text/letters, etc.)? \_\_\_\_\_\_

Are you finished with your student? \_\_\_\_\_\_ If yes, does your student

want more tutoring? \_\_\_\_\_\_\_\_\_

**Student Achievements During Tenure with Tutor**

*Please ask your students if they’ve achieved any goals listed, even if you did not directly assist them (Did they get a raise at work? Did their child’s grades improve? etc.) Do NOT repeat previously achieved goals unless it is a new achievement (another raise). Goals are not cumulative.*

1. **Completed a Skill Book** (please circle one)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Laubach | 1 | 2 | 3 | 4 |
| Challenger | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 |
| Other: | | | | |

**B. Conversational English Skills**

Circle the level of English that your student has mastered:

|  |  |
| --- | --- |
| 1 | Greetings, provide contact info, can count, ask & answer basic questions i.e: Where do you work? |
| 2 | Tell date & time, talk about the weather, ask/give basic directions, order at a restaurant, ask/answer basic money/billing questions |
| 3 | Set up appointments, converse w/ store**/**bank**/**post office clerk, talk w/ employer, converse w/ child’s school contacts, make telephone calls |
| 4 | Communicate health concerns, talk about the news, discuss home/auto repairs, make reservations (hotel/plane). |

\_\_\_ Significant Pronunciation improvement?

**C. JOB**

\_\_\_Can prepare a job application/resume (and has)

\_\_\_Can interview for a job (you practiced with student)

\_\_\_Knows how to and has now done a job search

\_\_\_Obtained license/permit/test required for work

\_\_\_Retained job at least 90 days since started w/ LSIRC

\_\_\_Obtained job/better job

\_\_\_Started own business

\_\_\_Obtained promotion

\_\_\_Obtained pay raise

\_\_\_Improved/obtained new job skills (please specify)

\_\_\_Can now understand/read specific job vocabulary \_\_\_Off Welfare

**D. Community/Civics**

\_\_\_Registered to vote/voted for the 1st time

\_\_\_Became a citizen

\_\_\_Obtained driver’s license

\_\_\_First time homeowner

\_\_\_Volunteer in community

\_\_\_Participated in Bible Study in English

\_\_\_Obtained library card/checked out book

\_\_\_Green card/permanent residency

**E. Survival Skills**

\_\_\_Learned to use computer

\_\_\_Wrote and read emails/text from cell phone

\_\_\_Wrote memo/letter

\_\_\_ Read newspaper/phone book/magazine

\_\_\_Completed application/form

\_\_\_Read recipe and cooked from it

\_\_\_Ordered from a menu in a restaurant

\_\_\_Correctly read medicine labels/doctor’s orders

\_\_\_Communicated concerns to a doctor

\_\_\_Write a check/balance checkbook

\_\_\_Opened checking/savings account

\_\_\_Understands credit/debit cards, lease, or loans

\_\_\_Comprehends bills

\_\_\_Learned to use a map

**F. EDUCATION**

\_\_\_Obtained GED/High School Diploma

\_\_\_ Taking an Adult Ed or vocational class - specify

\_\_\_Taking a college class

\_\_\_Obtained college degree

**G. GENERAL**

\_\_\_Math (specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

\_\_\_Read a book for first time

\_\_\_ Read Bible

**H. FOR VERY LOW-LEVEL STUDENTS**

\_\_\_Learned letters and sounds of alphabet

\_\_\_Improved fluency for very slow readers

**I. ENGAGE W/ CHILD/GRANDCHILD**

\_\_\_Read to child/grandchild

\_\_\_Child improved their grades

\_\_\_Helped with child’s schoolwork/monitor progress

\_\_\_Talked with child about post high school education

\_\_\_Attend/participate/volunteer in school events/PTA

\_\_\_Conversed with teacher or school rep

\_\_\_Replied to school communications

\_\_\_Completed req’d paperwork for child’s school

**What can your student do this month that s/he could not do in the previous month/three months?**

***Specify any other goal(s*) the student achieved, not listed or any comments you wish to make:**

What are you teaching now, and what materials are you using?

**Lesson idea, goals, real life situation, subjects, etc. Material used (books, menus, bills, real life situation, etc.)**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

**Thank you for turning in your report at the end of each month. It helps us report your impact to our funders.**