

Please Return by the 6th of Each Month

TUTOR'S MONTHLY REPORT

For the month of _____

Student _____

Tutor _____

Return to:

Blair County Literacy Council
1600 5th Ave., Altoona, PA 16602

FAX: 814 946-3230

Email: literacy@altoonalibrary.org

HOURS: Write number of tutoring hours spent face to face with your student on the line beside the day you met.		WRITE What did you do during your session? What are you working on?	Write YOUR Lesson Prep Time and Student's Homework Time				
1st Week M _____ T _____ W _____ T _____ F _____ S _____ S _____			Your Hours: _____ Student's Hours: _____				
	2nd Week M _____ T _____ W _____ T _____ F _____ S _____ S _____			Your Hours: _____ Student's Hours: _____			
		3rd Week M _____ T _____ W _____ T _____ F _____ S _____ S _____			Your Hours: _____ Student's Hours: _____		
			4th Week M _____ T _____ W _____ T _____ F _____ S _____ S _____			Your Hours: _____ Student's Hours: _____	
				5th Week M _____ T _____ W _____ T _____ F _____ S _____ S _____			Your Hours: _____ Student's Hours: _____

It is not necessary to give formal paragraph style answers to these questions.
Brief notes made after each session while the information is fresh in your mind will be most helpful.
If you wish, you may number your notes to correspond with the number of the session.

*For example: #1 for the first lesson that month.
#2 for notes you make after the second lesson, and so on.*

1. What successes have you had with your student this month?

2. What goal/accomplishments has your student fulfilled?

3. What problems have you had?

4. Are you satisfied with your student's progress?

5. List supplementary materials you have out.