



Report for the month of \_\_\_\_\_ year \_\_\_\_\_

(Please complete this form for each learner. Return it to the Library Literacy Coordinator by the end of first week following the reported month.)

Tutor's name: \_\_\_\_\_ Adult Learner's Name \_\_\_\_\_

Tutoring site(s): \_\_\_\_\_

**Record of Hours:** Enter time in quarter-hour increments, rounded to the nearest quarter. Therefore 15 min = .25; 30 min = .50; 60 min = 1.0

	DATES	TRAVEL TIME	PREP TIME	TIME TUTORING	ASSIGNED/TIME HOMEWORK	OTHER (EXPLAIN)	TOTAL HRS
WEEK 1							
WEEK 2							
WEEK 3							
WEEK 4							
WEEK 5							
TOTALS							

Tutoring activities this month:

Text(s) used:

Lesson (numbers) covered:

Other materials used:

Methods used:

Summary of skills and accomplishments (Include learner progress toward goals):

Any materials, resources or assistance you need?

Comments and/or problems? (Also, please note any change of address or phone number for tutor or learner)

Tutor Signature:

Date:

If submitted online or via email, please include email address in signature line.