

New Dimension Literacy Council Monthly Progress Report/Tutor Log

(Please complete (1) Monthly Report for each: one-on-one (Individual) student & for each small group (2 or more) students.)

Tutor Name: _____ Report Month/Year _____

Student Name: (one-on-one) _____ Activity: ABE ESL GED CITZ
(or) _____ (circle one)
Students Names: (group) _____ Activity: ABE ESL GED CITZ

(Please complete for TUTOR, this month only):

Total hours tutored: _____ Day(s)/Time tutored: _____

Total prep hours: _____

Total volunteer hours (other than tutoring): _____

Total video/computer training hours: _____

Name of video/computer program used: _____

I could use some help: Yes No Specify type:

Materials used:

List student(s) who have: left missed 2 consecutive sessions without notifying you
 changed, increased, or decreased hours changed status or any contact information

Explain:

Reason for leaving/changes: Met Goal(s) Attained employment/Job conflict Lack of Interest
 Moved/Left area Childcare problems Personal problems (health, family, etc.) Transportation
problems Lack of available teachers Other Info not available

List the goal(s) your student(s) are working on. Any progress made since last report? Yes
 No Explain: Date(s) goal(s) accomplished: _____

Please return this form to the Literacy Director by the end of each month. Thank You!

