

Monthly Tutor Report

Due date: the 15th of the following month

Today's date	
Month this report covers	
Your name	
Your student INITIALS ONLY	

SECTION 1: HOURS

Please record your hours like these examples:

- For 15 minutes, say .25 (as in .25 of an hour; don't use .15)
- For 45 minutes, say .75
- For one-and-a-half hours, say 1.5 hours

a) Tutoring-related hours

Week of:	Preparation Time	Travel Time	Tutoring Time
Totals			

b) CANCELLED LESSONS

(e.g., Feb 17 - tutor or student cancelled - why?)

Date	Cancelled by	Explanation

c) **Other volunteer hours not directly related to tutoring sessions** (e.g. attending tutor networking, workshops, working at used book sale, helping at community event):

Date	Activity	Hours

SECTION 2: MATERIALS

a) WORKBOOKS CURRENTLY BEING USED

Name of workbook / Level number	Lesson number

SECTION 2: MATERIALS

b) SUPPLEMENTARY MATERIALS CURRENTLY BEING USED

Description of material	Purpose

SECTION 3: PROGRESS

a) Is your student making progress on his or her learning path?
Place an X in the appropriate box.

Yes	
No	

b) You and your student should set “SMART” goals together to complete a certain number of steps within a specified time period. (SMART goals are Specific, Measurable, Attainable, Realistic, and Timely.) Has your student met a SMART goal this month? Place an X in the appropriate box.

Yes	
No	

If yes, what SMART goal did your student achieve? (e.g., “writing – can write down a short message”)

SMART goal	How did your student prove the new skill? (office demonstration/created my own)

If No, Do you require any assistance from the Programme Manager?
Place an X in the appropriate box.

Yes, please contact me.	
No, I don't need assistance right now.	

c) You should have a checklist of literacy skills (LEARNING PLAN) required for your student's level. These are important basic skills that your student will need to master before successfully progressing to the next literacy level. Are you using that checklist?
Place an X in the appropriate box.

Yes	
No	

If No, what plan of action are you using? What goals are you working towards?	
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SECTION 4: OTHER ISSUES

If you have any other comments or questions at this time, please enter them here.	
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Do you require any assistance from the Programme Manager?
Place an X in the appropriate box.

Yes, please contact me.	
No, I don't need assistance right now.	

Thank you.