

At the end of each month, return to: Alexandria Literacy Project, 817 Fillmore Street, Alexandria, MN 56308

## Tutoring and Progress Report

Month \_\_\_\_\_

Year \_\_\_\_\_

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

Learner Name \_\_\_\_\_

As a tutor, you are our primary link to the adult learners in the literacy program. We depend on you to meet with your learner regularly, keep accurate progress records, and inform us if you need assistance. Record keeping is an essential part of program management and evaluation, and it is crucial to Adult Basic Education funding. Also, record keeping makes the transition easier if you are unable to continue tutoring. Thank you for your cooperation.

Notify us immediately if you have any questions about this report or if you are unable to continue tutoring.

Date	Tutor Prep Hours	Learner Homework Hours	Lesson Hours	Lesson Activities; Materials Used

**Totals:** \_\_\_\_\_

Please note special problems or progress:

\_\_\_\_\_ Check here to receive more report forms.

Complete this form if you have provided support services other than tutoring or preparation for tutoring to the Literacy Project during the month. Support hours include time donated for the following activities: outreach and publicity; newsletter production; volunteer recognition; management; board and advisory committee meetings, etc. Time spent at tutor support meetings, roundtables, inservices, conferences, workshops, etc. should be reported on the other side of this form under "Tutor Prep Hours".

**Volunteer Support Hours**

Month \_\_\_\_\_

Year \_\_\_\_\_

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

TOTAL HOURS for the month \_\_\_\_\_

Date	Support Hours	Type of Support Volunteer Work

**Learner Progress**

This section is to be completed at the end of April, or sooner if your learner leaves the program before then. Check all of the following statements that apply to your learner.

**Educational Achievements**

- 1. Completed personal learning plan
- 2. Advanced to higher education/training
- 3. Passed at least one GED test or completed some H.S. credit

**Societal Achievements**

- 4. Became a U.S. citizen
- 5. Registered to vote, or voted, for the first time

**Economic Achievements**

- 6. Were employed and retained employment or advanced
- 7. Were not employed and got a job
- 8. Were removed from public assistance

**Other Achievements**

- 9. Other \_\_\_\_\_
- 10. Other \_\_\_\_\_