

Monthly Report Form

Literacy Council of Kingsport
(423) 392-4643
lckingsport@gmail.com

Tutor Name _____

Month/Year _____

Student Name _____

Volunteer Tutors Report

Number of Hours

Tutoring _____

Lesson Planning _____

Travel Time _____

Other _____

Tutor Training (includes workshops and online courses)

Training Completed: _____

Training Completed: _____

Date Completed: _____

Date Completed: _____

Student Progress Report

Laubach Program

Level Completed: _____

Date Completed: _____

Notes/Reports: _____

Pre-HiSet Program

Level Completed: _____

Date Completed: _____

Notes/Reports: _____

Challenger Program

Level Completed: _____

Date Completed: _____

Notes/Reports: _____

Other

Level Completed: _____

Date Completed: _____

Notes/Reports: _____

Reading Assessment

Bader Reading Inventory

Date of Test _____

Name of Test _____

Reading Grade Level _____

Other Results: _____

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Student Goals

Life Skills

- Enter employment
- Retain employment due to improved literacy skills
- Receive a job promotion or a better job due to improved literacy skills
- Enter other education and/or training (HiSet/GED)
- Increase involvement in reading to preschool or early elementary age children
- Increase involvement in children's homework or educational activities
- Reduce receipt of public assistance
- Register to vote or vote for first time
- Increase involvement in community/church activities
- Get a driver's license or I.D. Card
- Other _____

Literacy Skills

Reading

- Letters/sounds of the alphabet
- Reading related to work
- Reading health information
- Reading longer words or reading faster
- Other _____

Comprehension

- Meanings of words
- Understanding what I read
- Explaining what I read
- Other _____

Writing

- Writing (name/address/personal info)
- Writing notes/letters (school/health)
- Filling out forms
- Writing essays/papers
- Other _____

Other Literacy Skills

- Financial literacy
- Health Literacy
- Using the library
- Using the computer
- Other _____

ESOL Skills

- Greetings (*hello, goodbye, How are you?*)
- Basic Expression (*yes, no, thank you, please, fine, okay*)
- Vocabulary (*food, health, shopping, transportation, homework*)
- Social Conversation
- Other _____
- Idioms
- TOEFL Test Prep
- Grammar
- Workplace Conversation

Goal: _____
Goal: _____
Goal: _____
Goal: _____
Goal: _____

Date Set: _____ Date Completed: _____
Date Set: _____ Date Completed: _____
Date Set: _____ Date Completed: _____
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Date Set: _____ Date Completed: _____

Student Success Story
