Monthly Report Form

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: | ______________ |
| Date Completed: | ______________ |
| Training Completed: | ______________ |
| Date Completed: | ______________ |

Student Progress Report

Laubach Program  Pre-HiSet Program

| Level Completed: | ______________ |
| Date Completed: | ______________ |
| Notes/Reports: | ______________ |
| Level Completed: | ______________ |
| Date Completed: | ______________ |
| Notes/Reports: | ______________ |

Challenger Program  Other

| Level Completed: | ______________ |
| Date Completed: | ______________ |
| Notes/Reports: | ______________ |
| Level Completed: | ______________ |
| Date Completed: | ______________ |
| Notes/Reports: | ______________ |

Reading Assessment

| Bader Reading Inventory | Date of Test | Name of Test |
|_________________________|______________|______________|
|_________________________|
| Reading Grade Level | ______________ |
| Other Results: | ______________ |
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

Other Literacy Skills
___ Idioms
___ TOEFL Test Prep
___ Grammar
___ Workplace Conversation

Goal: ___________________________________________  Date Set: _______  Date Completed: _______
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Student Success Story
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