

MONTHLY TUTOR REPORT

MONTH: _____ YEAR: _____

(1 page for each student)

Please return this form to us by the 25th of each month. You can do one of the following:

1. Deliver it in person to the Literacy Office (or slip it under the door!);
2. FAX it to (951) 279-3790;
3. E-mail your hours to salm@ci.corona.ca.us
4. Phone in your hours to our office number: (951) 279-3789; or
5. Mail it to Adult Literacy c/o Corona Public Library, 650 S. Main St., Corona, CA 92882;

Tutor's name: _____

Student's name: _____

Tutoring location: _____

Note: PLEASE ROUND OFF TIME TO THE *NEAREST HALF-HOUR (.5)*

	Dates	Preparation Hours	Tutoring Hours	Other Hours	Total Hours
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
	TOTAL:				

☺ Goals achieved this month (example: learn the alphabet, get a library card, interview)

☺ New goals set this month (example: write a resume, pass the driver's license exam, prepare to vote)

Materials/Texts used: (Challenger, Voyager, etc.) _____

Methods: (Talking Notebook, Language Experience, Oral Reading, etc.) _____

😊 If you wish, you may attach a writing project that you and your student have created.

Important literacy-related events in the life of the student: _____

Important literacy-related events in the life of the tutor: _____

Materials, resources, or assistance you need from the office:

Comments/Problems (Please indicate any change of address or telephone number for tutor or student):

General comments regarding the library (staff, resources, meeting place, etc.) Please be specific.