

Literacy Volunteers of Beaufort County
Quarterly Tutor Report
(Due the 15th of the month following the end of each quarter)

Tutor Name _____ Date _____

Student Name _____

Quarter: _____ Jan/Feb/Mar _____ April/May/June
_____ July/Aug/Sept _____ Oct/Nov/Dec

ATH (Actual Tutoring Hrs.)	NTH (Non-tutoring Hrs.) Prep/travel/training	OVH (Other Volunteer Hours) Board/Fund-raising/office, etc
_____	_____	_____ = _____ total

Short Term Goal for this quarter:

Long term goals:

Tutor's Report. Please check what your student is working on.

Reading:

_____ letter words	_____ sight words	_____ newspaper
_____ syllables	_____ spelling	_____ Bible
_____ comprehension	_____ job words	_____ math/bills
_____ Laubach	_____ Voyager	_____ Life Prints
_____ BCCC homework	Other: _____	

Writing:

_____ practice forming letters	_____ journals/stories
_____ checks/applications	_____ sentences
_____ computers	

Math:

_____ addition	_____ subtraction	_____ multiplication	_____ division
_____ fractions	Other: _____		

ESL (other students may be working on these skills as well):

_____ better pronunciation	_____ fluency
_____ vocabulary improvement	_____ spelling ability
_____ improving grammar	_____ improve listening skills

Does your student keep up with homework practice? _____ yes ___ no
Does your learner meet regularly? _____ yes ___ no

Do you keep a student portfolio? _____ yes _____ no
Are you still meeting with your student? _____ yes _____ no
When? _____ Where? _____

If not, have you turned in the student's work and any material checked out? y/n

Please select the reason for the parting:

- _____ met goals
- _____ moved/left area
- _____ personal problems (health, family, etc)
- _____ transportation problems
- _____ tutor termination
- _____ lack of available tutor
- _____ scheduling problems
- _____ instruction not relevant
- _____ lack of interest
- _____ other
- _____ not available
- _____ attained employment/job conflict
- _____ childcare problems

Student Achievement/Outcomes (if applicable)

- _____ entered employment
- _____ retained employment
- _____ improved employability skills
- _____ received GED or other secondary school diploma
- _____ entered other education and/or training
- _____ reduced receipt of public assistance
- _____ met work-based student goal
- _____ obtained citizenship/achieved citizenship skills
- _____ increased involvement in community activities
- _____ increased involvement in children's educational activities
- _____ attained consumer skills
- _____ other personal goal

Other: _____
