Please fill out this form and then either mail it or bring it by our office. The address and contact information is located at the end of this form. Thanks!

Project Read-San Mateo **Monthly Tutoring Report**

Use this form OR your own, but please respond!

Month_____ Year_____ #of meetings_____

Student _____

Tutor_____

Hours of Prep. _____ Hours of Tutoring _____Travel Time _____ Other _____

Work-related Achievements:

Family-related Achievements:

Community-related Achievements:

Personal Achievements:

Literacy Highlights: Tutor _____ Student_____

<u>Skills Progress</u> (See Skills wheel below)

Communication Skills (for example, _____ read with understanding the sports page of the newspaper; _____ was able to use his/her personal editing list to write a letter);

Decision-Making Skills:

Lifelong Learning Skills:

Interpersonal Skills:

Progress toward goals!:

Goals met:

Any new goals?

Student's Writing Sample (Options: **Student writes** [on form or separate sheet] **or dictates** to tutor about the progress he/she made this month.)

_____

_____

_____

_____

_____

_____

_____

Materials you recommend: _____

Materials you would like from the office: _____

_____

Suggestions for **workshops, tutor meetings**, etc.: _____

Any other way we can help you?_____

Tutor or Student Changes (address, phone number, E-mail address) _____

_____

Has tutoring stopped this month? Yes _____ No_____

If yes, please explain.
_____

Do you wish to be rematched? Yes _____ No _____ Let's talk _____

Please complete this form and return it to the office at the end of each month. Keep a copy for your records. **These reports directly impact our funding—*Funders want to know how their funds have made a difference.***

Thank You !

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