

Goal Achievement Report Completion Instructions

Prior to completing any forms, read these instructions and the FAQs on the back. All forms are available on our website (www.litcouncil.org) under Resources. You may also request that the form be emailed to you as a Word doc or pdf.

- **Complete the Goal Achievement Report for the six-month period indicated on the report form.** A report is required for all students who had **12 or more hours** of instruction during the reporting period, regardless of their current status.
- Review the **Sample Report** for examples of how to fill out the Report.
- **Discuss and complete the report with your student.** If you are unable to meet with your student by the submission deadline, complete the report yourself and submit it; you should then review the report with your student and submit any changes to the office.
- **Check the goals your student achieved in the six-month reporting period.** Remember, for goals that include words like “improve” “better” or “increase,” your student does not need to have mastered the skill, just become noticeably better. These goals may be claimed during more than one reporting period.
- In the **Comments** column indicate what the student has done to demonstrate the achievement. Put dates and other specific information where indicated.
- Both you and your student should **initial the report**.
- Complete and attach the **EL Civics Checklist** if applicable.
- If you and your student want a copy, make (or ask us to make) one prior to submitting the report.
- **Submit the report by the date indicated.** You may submit the report via the following methods:
 - Mail.
 - Deliver in person to the office.
 - Put in the BRLC box at the Hendersonville Library.
 - Fax to (828) 696-3887.
 - Scan and email to: cjefferson@litcouncil.org
- Review goals with your student and revise/update as needed. Use the **Goal Setting Form** to track your student’s progress during the next six months. If needed, you can obtain a new form in the office or via mail.

Thank you!!
See FAQs on Reverse

Goal Achievement Report ~ Frequently Asked Questions

Q Why do we have to complete this form?

A The Goal Achievement Report has two purposes. First, it provides an opportunity for your student to see what he/she has accomplished and what still needs to be done. Second, BRLC is required to submit data on goal achievements in order to continue to receive funding.

Q Should I include on the Achievement Report things my student could already do when we started meeting or goals that were achieved in the past?

A No. Only claim progress and/or achievements that occurred within the six-month reporting period.

Q If we reported an achievement last period, can we report it again this period?

A Some goals can be achieved multiple times. For instance, goals such as, "Improve grammar" or "Increase Vocabulary" can be claimed over and over as long as there has been noticeable improvement during the reporting period. Achievements such as Obtain GED occur only once.

Q What are the most important goals?

A The goals your student wants to attain. When appropriate, students should be encouraged to consider obtaining a GED or post-secondary education and/or getting a job/better job, which are national goals.

Q Can I give the forms to my student to take home and complete?

A No. The Goal Reporting form provides an opportunity for you and your student to discuss progress and establish new goals.

Q I have a Group - How do I complete the Goal Achievement Report with them?

A If possible, sit with each student individually while the others do something else. Otherwise, walk through the report form with the entire group and have each student check off progress and achievements that apply to them. Review each report carefully to be sure the information is accurate and complete. Do not send the forms home with them to do.

Q Can I claim goal achievements even though my student disagrees?

A Yes. Sometimes students don't realize they have improved because they focus only on how much they don't know. If you believe your student has improved and can demonstrate the improvement, check this achievement. Use discussion about this goal to demonstrate his/her progress to your student.

Q Can I claim achievement of a goal on the Report even though it wasn't checked on the Goal Setting Form?

A Yes. You can claim any progress that is important to your student.

Q My student has left, so why do I need to submit a Goal Achievement Report?

A We are required to report on all students who had 12 or more hours of instruction during the reporting period.

Q I can't meet with my student before the Goal Achievement Report due date. What should I do?

A If you can't meet with your student before the due date, submit a report based on your knowledge. When your student returns, go over the report with your student and submit any changes to the office.

See Instructions on Reverse