

Out of forms?

Available at BRLC office or website,
Henderson County Main Library, or
 email to me
 mail to me

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MONTHLY GROUP TUTORING REPORT

Please complete both sides and mail, e-mail, fax, drop off at the office, or put in the BRLC box the Henderson County Library by the 4th of each month.

FOR MONTH/YEAR:	TUTOR:
GROUP NAME (if different than tutor):	

TUTORING: Record class hours for each student in the table below.
Record tutor class, prep & travel (round-trip time, not mileage) in Tutor's Hours.

Please round to the nearest 1/4-hour and do not use military time.

STUDENTS	DATES OF CLASS												TOTAL STUDENT HOURS (Class)
	HOURS PER STUDENT PER CLASS.												

TUTOR'S HOURS

Tutor should record total tutoring, prep and travel (round trip) time.

Class: _____ **Prep:** _____ **Travel** (time, not mileage): _____

***Other** _____ **Specify activity:** _____

*Consult with staff, office work, special events, etc. Do not include hours for Tutor Training, In-Service Trainings or Tutor Networks, which are recorded separately.

See Reverse

