

Out of forms?

Available at BRLC office or website,
Henderson County Main Library

Blue Ridge Literacy Council, Inc.
P.O. Box 1728, Hendersonville, NC 28793
828) 696-3811
website: www.litcouncil.org
email: ESL-Jan: jlanier@litcouncil.org
ABE-Amber: ahollinger@litcouncil.org

MONTHLY GROUP TUTORING REPORT

Please complete both sides and mail, e-mail, 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 ¼-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

Primary Text(s) Used: _____

ADDITIONAL COMMENTS: Challenges, Victories, General Observations.

PLEASE CALL YOUR COORDINATOR (696-3811) IF YOU HAVE ISSUES/QUESTIONS
OR NEED ADDITIONAL MATERIALS.

CHANGES IN STUDENT OR TUTOR DATA

Complete this section only if there are changes to the information indicated.

Each month, indicate: no changes changes, noted below

New Tutoring Site/Days/Times: _____

Student (Use additional sheet if needed.)

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Other: _____

Tutor

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email _____ Other: _____