

SAMPLE

Out of forms?

Available at BRLC office or website,
Henderson County Main Library, or

email to me

mail to me

Blue Ridge Literacy Council, Inc.
P.O. Box 1728, Hendersonville, NC 28793
(828) 696-3811

website: www.litcouncil.org

email: ABE-Amber: ahollinger@litcouncil.org

ESL- Jan: jlanier@litcouncil.org

MONTHLY PAIR TUTORING REPORT

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

FOR MONTH/YEAR:	January 2018		
STUDENT:	Mary Smith	TUTOR:	Jane White

TUTORING: Record tutor prep and travel (round trip time, not mileage) and tutor/student face-to-face class time.

(Please round to the nearest ¼-hour and do not use military time.)

DATES	TUTORING (Face-to-Face)			COMMENTS (Lesson/skills/goals worked on, reason for absences, etc.)
	PREP	TRAVEL	TUTORING	
1/3	.5	.25	1.5	Chapter 3 Endeavor 4
1/5	.5	.25	1.5	same
1/11			0	Snow day - no class
1/17	.5	.25	1.5	Discussion of news article
1/23	.5	.25	1.5	Chapter 3 Endeavor 4
TOTALS	2	1	6	

TUTOR - OTHER HOURS THIS MONTH* (consult with staff, office work, special events): _____

Do not include hours for Tutor Training, In-Service Trainings or Tutor Networks, which are recorded separately.

See Reverse

PRIMARY TEXT(S) USED:

Endeavor 4

ADDITIONAL COMMENTS: Challenges, Victories, General Observations/Documentation of Distance Learning.

Student is challenged by some vocabulary in curriculum book, but enjoys discussion of her work and current events

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.

New Tutoring Site/Days/Times: _____

Student

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Other: _____

Tutor

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email _____ Other: _____