

**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 fax: 696-3887  
 website: [www.litcouncil.org](http://www.litcouncil.org)  
 email: ABE-Priscilla: [pvokote@litcouncil.org](mailto:pvokote@litcouncil.org)  
 ESL- Cindy: [cjefferson@litcouncil.org](mailto:cjefferson@litcouncil.org)

**MONTHLY PAIR TUTORING REPORT**

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

<b>FOR MONTH/YEAR:</b>	
<b>STUDENT:</b>	<b>TUTOR:</b>

**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	
<b>TOTALS</b>				

**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:**

\_\_\_\_\_

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

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**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: \_\_\_\_\_