

**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](http://www.litcouncil.org)  
 email: ABE-Amber: [ahollinger@litcouncil.org](mailto:ahollinger@litcouncil.org)  
 ESL- Jan: [janier@litcouncil.org](mailto:janier@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.

<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.

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: \_\_\_\_\_