LVCC, 20 High Street, New Britain, CT 06051

Due no later than October 6th

Thank you!

Phone: 860-229-7323 Fax: 860-826-5191
Email: lvccoffice@gmail.com

Tutor Name:

1st Q Attendance & Achievements

Students Names:		Jul '17 (Dates)					Aug '17(Dates)					Sep '17(Dates)					Total Hours
	First / Last																
S1*		**															
S2*																	
S3*																	
S4*																	
S5*																	
Tutor's Instruction Hours:																	
Tutor's Preparation Hours:																	

***please provide student's FIRST and LAST name** ***please put hours in each box, NOT check marks.**

Please use the following codes when entering student's attendance:
Ex=Excused (student called), H=Holiday, NS=No Show, C=Cancelled by tutor

Achievements check off	S1	S2	S3	S4	S5
1. Obtained employment, retained employment, started a business					
2. Learned new skills needed to retain employment					
3. Learned new skills needed to advance in their job, obtained a specific license					
4. Received their GED/ got another type of diploma/ certificate					
5. Enrolled in an education or training program/ passed TOEFL or other school entry test					
6. No longer receiving welfare, food stamps, or other benefit program					
7. Improved financial situation (ex., bought a car, bought a home, opened a bank account					
8. Became a US citizen					
9. Registered to vote/ voted for the first time					
10. Increased involvement in community activities: clubs, churches, library, public transportation					
11. Parents do more literacy activities at home with their children					
12. Parents attend school events/parent meetings at school					
13. Developed skills to help child(ren) with homework					
14. Parents regularly reads to child(ren)					
15. Improved basic skills like using the telephone, making appointments, filling out forms, ordering in a restaurant , counting and using money, introducing themselves, etc.					
16. Improved reading					
17. Improved writing					
18. Improved speaking					
19. Improved listening					
What skill area was most important to each student? (choose <u>only one per student</u>)					
20. Work					
21. School/Education					
22. Children/ family					
23. Citizenship					

→Don't forget to set goals for the next quarter together with your student(s). Please ask staff for help if you need materials to support your work.

→Would you like an additional student(s) to join your group? If so...please let us know on this form or contact Lynne at lvcctraining@gmail.com. ☐ Yes I would like to add student(s) to my group.

Thank you!

Comments:_____

LVCC, 20 High Street, New Britain, CT 06051

Due no later than January 5th

Thank you!

Phone: 860-229-7323 Fax: 860-826-5191
Email: lvccoffice@gmail.com

Tutor Name:

2nd Q Attendance & Achievements

Students Names:		Oct '17 (Dates)					Nov '17 (Dates)					Dec '17 (Dates)					Total Hours
First	Last																
S1*		**															
S2*																	
S3*																	
S4*																	
S5*																	
Tutor's Instruction Hours:																	
Tutor's Preparation Hours:																	

***please provide student's FIRST and LAST name** ****please put hours in each box, NOT check marks.**

Please use the following codes when entering student's attendance:
Ex=Excused (student called), H=Holiday, NS=No Show, C=Cancelled by tutor

Achievements check off	S1	S2	S3	S4	S5
1. Obtained employment, retained employment, started a business					
2. Learned new skills needed to retain employment					
3. Learned new skills needed to advance in their job, obtained a specific license					
4. Received their GED/ got another type of diploma/ certificate					
5. Enrolled in an education or training program/ passed TOEFL or other school entry test					
6. No longer receiving welfare, food stamps, or other benefit program					
7. Improved financial situation (ex., bought a car, bought a home, opened a bank account					
8. Became a US citizen					
9. Registered to vote/ voted for the first time					
10. Increased involvement in community activities: clubs, churches, library, public transportation					
11. Parents do more literacy activities at home with their children					
12. Parents attend school events/parent meetings at school					
13. Developed skills to help child(ren) with homework					
14. Parents regularly reads to child(ren)					
15. Improved basic skills like using the telephone, making appointments, filling out forms, ordering in a restaurant , counting and using money, introducing themselves, etc.					
16. Improved reading					
17. Improved writing					
18. Improved speaking					
19. Improved listening					
What skill area was most important to each student? (choose <u>only one per student</u>)					
20. Work					
21. School/Education					
22. Children/ family					
23. Citizenship					

→Don't forget to set goals for the next quarter together with your student(s). Please ask staff for help if you need materials to support your work.

→Would you like an additional student(s) to join your group? If so...please let us know on this form or contact Lynne at lvcctraining@gmail.com. ☐ Yes I would like to add student(s) to my group.

Thank you!

Comments:_____

LVCC, 20 High Street, New Britain, CT 06051

Due no later than April 6th

Thank you!

Phone: 860-229-7323 Fax: 860-826-5191
Email: lvccoffice@gmail.com

Tutor Name:

3rd Q Attendance & Achievements

Students Names:		Jan '18 (Dates)					Feb '18 (Dates)					Mar '18 (Dates)					Total Hours
	First / Last																
S1*		**															
S2*																	
S3*																	
S4*																	
S5*																	
Tutor's Instruction Hours:																	
Tutor's Preparation Hours:																	

***please provide student's FIRST and LAST name** ***please put hours in each box, NOT check marks.**

Please use the following codes when entering student's attendance:
Ex=Excused (student called), H=Holiday, NS=No Show, C=Cancelled by tutor

Achievements check off	S1	S2	S3	S4	S5
1. Obtained employment, retained employment, started a business					
2. Learned new skills needed to retain employment					
3. Learned new skills needed to advance in their job, obtained a specific license					
4. Received their GED/ got another type of diploma/ certificate					
5. Enrolled in an education or training program/ passed TOEFL or other school entry test					
6. No longer receiving welfare, food stamps, or other benefit program					
7. Improved financial situation (ex., bought a car, bought a home, opened a bank account					
8. Became a US citizen					
9. Registered to vote/ voted for the first time					
10. Increased involvement in community activities: clubs, churches, library, public transportation					
11. Parents do more literacy activities at home with their children					
12. Parents attend school events/parent meetings at school					
13. Developed skills to help child(ren) with homework					
14. Parents regularly reads to child(ren)					
15. Improved basic skills like using the telephone, making appointments, filling out forms, ordering in a restaurant , counting and using money, introducing themselves, etc.					
16. Improved reading					
17. Improved writing					
18. Improved speaking					
19. Improved listening					
What skill area was most important to each student? (choose <u>only one per student</u>)					
20. Work					
21. School/Education					
22. Children/ family					
23. Citizenship					

→Don't forget to set goals for the next quarter together with your student(s). Please ask staff for help if you need materials to support your work.

→Would you like an additional student(s) to join your group? If so...please let us know on this form or contact Lynne at lvcctraining@gmail.com. □ Yes I would like to add student(s) to my group.

Thank you!

Comments:_____

LVCC, 20 High Street, New Britain, CT 06051

Hours due early this quarter, **please submit by June 8th**, estimate hours for June.

Phone: 860-229-7323 Fax: 860-826-5191
Email: lvccoffice@gmail.com

Tutor Name:

4th Q Attendance & Achievements

Students Names:		Apr '18 (Dates)					May '18 (Dates)					June '18 (Dates)					Total Hours
First	Last																
S1*		**															
S2*																	
S3*																	
S4*																	
S5*																	
Tutor's Instruction Hours:																	
Tutor's Preparation Hours:																	

***please provide student's FIRST and LAST name** ***please put hours in each box, NOT check marks.**

Please use the following codes when entering student's attendance: ***(Due by June 8th)***

Ex=Excused (student called), H=Holiday, NS=No Show, C=Cancelled by tutor

Achievements check off	S1	S2	S3	S4	S5
1. Obtained employment, retained employment, started a business					
2. Learned new skills needed to retain employment					
3. Learned new skills needed to advance in their job, obtained a specific license					
4. Received their GED/ got another type of diploma/ certificate					
5. Enrolled in an education or training program/ passed TOEFL or other school entry test					
6. No longer receiving welfare, food stamps, or other benefit program					
7. Improved financial situation (ex., bought a car, bought a home, opened a bank account					
8. Became a US citizen					
9. Registered to vote/ voted for the first time					
10. Increased involvement in community activities: clubs, churches, library, public transportation					
11. Parents do more literacy activities at home with their children					
12. Parents attend school events/parent meetings at school					
13. Developed skills to help child(ren) with homework					
14. Parents regularly reads to child(ren)					
15. Improved basic skills like using the telephone, making appointments, filling out forms, ordering in a restaurant , counting and using money, introducing themselves, etc.					
16. Improved reading					
17. Improved writing					
18. Improved speaking					
19. Improved listening					
What skill area was most important to each student? (choose <u>only one per student</u>)					
20. Work					
21. School/Education					
22. Children/ family					
23. Citizenship					

→Don't forget to set goals for the next quarter together with your student(s). Please ask staff for help if you need materials to support your work.

→Would you like an additional student(s) to join your group? If so...please let us know on this form or contact Lynne at lvcctraining@gmail.com. ☐ Yes I would like to add student(s) to my group.

Thank you!

Comments:_____