

Thank you!

Tutor Name:		1st Q Attendance & Achievements														
Students Names:		Jul '18 (Dates)			Aug '18 (Dates)			Sep '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

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 only one per student)**
20. Work
 21. School/Education
 22. Children/ family
 23. Citizenship

S1	S2	S3	S4	S5

→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: _____

Thank you!

Tutor Name:		2nd Q Attendance & Achievements												
Students Names:		Oct '18 (Dates)			Nov '18 (Dates)			Dec '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 only one per student)					
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 lvccetraining@gmail.com. Yes I would like to add student(s) to my group.

Thank you!

Comments: _____

Thank you!

Tutor Name: _____

3rd Q Attendance & Achievements

Students Names:		Jan '19 (Dates)	Feb '19 (Dates)	Mar '19 (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

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

S1	S2	S3	S4	S5

What skill area was most important to each student? (choose only one per student)

20. Work
21. School/Education
22. Children/ family
23. Citizenship

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→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: _____

Tutor Name: _____

4th Q Attendance & Achievements

Students Names:		Apr '19 (Dates)	May '19 (Dates)	June '19 (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</u> per student)					
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: _____
