20 High Street
New Britain, CT 06051

Literacy Volunteers of Central CT
2nd Q Attendance and Achievements

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

Tutor Name:

Due no later than January 3

	Student Names: First	Last	Oct 2019 (Dates)					Nov 2019 (Dates)					Dec 2019 (Dates)					Total Hours
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 (√)	S1	S2	S3	S4	S5
Employment					
1. Started new job					
2. Kept previous job					
3. Received a promotion or pay raise					
4. Started a business					
5. Learned new job skills or obtained a specific license					
specify: _____					
Education					
6. Attended Adult Education classes this qtr					
specify town: _____					
7. Attended Another Adult Literacy/ESL program this qtr					
specify program: _____					
8. Progressed toward HS diploma (GED, CDP or NEDP)					
9. Earned High School diploma (GED, CDP or NEDP)					
10. Passed TOEFL/other school entry exam					
11. Enrolled in college					
12. Enrolled in non-degree training program (i.e., certificate/diploma)					
Military					
13. Passed military entrance exam					
14. Entered military					
Personal Finances					
15. Reduced reliance on public assistance (welfare, food stamps, etc.)					
16. Removed from public assistance					
17. Improved financial situation (bought a car, bought a home, opened a bank account, etc.)					
18. Improved financial literacy (balanced checkbook, applied for credit card, used coupons, etc.)					

Achievements: check (√)	S1	S2	S3	S4	S5
Citizenship					
19. Progressed in test/interview preparation for U.S. citizenship					
20. Became a U.S. citizen					
21. Registered to vote					
22. Voted					
Community					
23. Used community services: post office, library, bank, public transport., etc.					
24. Involved in community activities: clubs, places of worship, town meetings, etc.					
25. Passed written test for driver's license					
26. Obtained driver's license					
Family					
27. Read to child(ren)					
28. Helped child(ren) with homework					
29. Attended school events/parent mtgs.					
30. Increased contact with child(ren)'s teachers					
31. Used library services					
32. Purchased books or magazines					
Basic Skills					
33. Improved basic skills like using the phone, making appointments, filling out forms, ordering in a restaurant, counting & using money, greetings & introductions, etc.					
34. Improved reading					
35. Improved writing					
36. Improved speaking					
37. Improved listening					
38. Improved math					
Other Achievements					
39. Other - specify:					
40. Other - specify:					

REMINDERS

Goal Setting
Don't forget to set goals with your student(s) at the beginning of each quarter. Let this list of achievements guide you in working toward specific goals. Please ask staff for help if you need materials to support your work.

IMPORTANT:
Exiting Students
Please notify Lynne immediately if a student will be leaving the LVCC program. Exit testing must be arranged before they leave. Thank you.

Lvcctraining@gmail.com
or
860 229-7323

Comments:

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Due no later than January 3.
Please keep a copy for your records.