

Tutor Name: \_\_\_\_\_ Due no later than April 3

Student Names:		Jan 2020 (Dates)			Feb 2020 (Dates)			Mar 2020 (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 (√)	S1	S2	S3	S4	S5	Achievements: check (√)	S1	S2	S3	S4	S5
<b>Employment</b>						<b>Citizenship</b>					
1. Started new job						19. Progressed in test/interview preparation for U.S. citizenship					
2. Kept previous job						20. Became a U.S. citizen					
3. Received a promotion or pay raise						21. Registered to vote					
4. Started a business						22. Voted					
5. Learned new job skills or obtained a specific license specify: _____						<b>Community</b>					
<b>Education</b>						23. Used community services: post office, library, bank, public transport, etc.					
6. Attended Adult Education classes this qtr specify town: _____						24. Involved in community activities: clubs, places of worship, town meetings, etc.					
7. Attended Another Adult Literacy/ESL program this qtr specify program: _____						25. Passed written test for driver's license					
8. Progressed toward HS diploma (GED, CDP or NEDP)						26. Obtained driver's license					
9. Earned High School diploma (GED, CDP or NEDP)						<b>Family</b>					
10. Passed TOEFL/other school entry exam						27. Read to child(ren)					
11. Enrolled in college						28. Helped child(ren) with homework					
12. Enrolled in non-degree training program (i.e., certificate/diploma)						29. Attended school events/parent mtgs.					
<b>Military</b>						30. Increased contact with child(ren)'s teachers					
13. Passed military entrance exam						31. Used library services					
14. Entered military						32. Purchased books or magazines					
<b>Personal Finances</b>						<b>Basic Skills</b>					
15. Reduced reliance on public assistance (welfare, food stamps, etc.)						33. Improved basic skills like using the phone, making appointments, filling out forms, ordering in a restaurant, counting & using money, greetings & introductions, etc.					
16. Removed from public assistance						34. Improved reading					
17. Improved financial situation (bought a car, bought a home, opened a bank account, etc.)						35. Improved writing					
18. Improved financial literacy (balanced checkbook, applied for credit card, used coupons, etc.)						36. Improved speaking					
						37. Improved listening					
						38. Improved math					
						<b>Other Achievements</b>					
						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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**Please keep a copy for your records.**