



Formerly known as Blue Ridge Literacy Council

Available at LC office or website,
Henderson County Main Library

Mail Forms to: 59 E. Clairmont Dr.,
Hendersonville, NC 28791

Email forms to:

Youth: harry@litconnection.org

ESOL: carina@litconnection.org

Citizenship: alma@litconnection.org

ABE/GDE: admin@litconnection.org

MONTHLY ONLINE GROUP REPORT

Please complete both sides and mail, e-mail, drop off at the office, or put in the LC box the Henderson County Library by the 4th of each month.

FOR MONTH/YEAR:	TUTOR:
GROUP NAME:	

ONLINE report: Record counseling and online instruction hours for each student in the table below.

Please round to the nearest ¼-hour and do not use military time.

STUDENTS	DATES OF CLASS												Counseling hours	STUDENT Online instruction HOURS
	HOURS PER STUDENT PER CLASS.													

TUTOR'S HOURS

Tutor should record total tutoring, prep and travel (round trip) time.

Class: _____ **Prep:** _____ **Travel** (time, not mileage): _____ **Homework:** _____

***Other** _____ **Specify activity:** _____

*Consult with staff, office work, special events, etc. 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.

**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.

Each month, indicate: no changes changes, noted below

New Tutoring Site/Days/Times: _____

Student (Use additional sheet if needed.)

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Other: _____

Tutor

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email _____ Other: _____