*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**](mailto:harry@litconnection.org)

**ESOL:** [**carina@litconnection.org**](mailto:carina@litconnection.org)

**Citizenship:** [**alma@litconnection.org**](mailto:alma@litconnection.org)

**ABE/GDE:** [**admin@litconnection.org**](mailto:admin@litconnection.org)



Formerly known as Blue Ridge Literacy Council

**MONTHLY PAIR TUTORING REPORT**

**Due by the 10th of the following month.**

**Completed forms can be:**

**Mailed: 59 E. Clairmont Dr., Hendersonville NC 28759**

**E-mail: see the list on left**

**Dropped off at the office or in Literacy Connection box at the Henderson County Library**

|  |  |
| --- | --- |
| **FOR MONTH/YEAR:** | |
| **STUDENT:** | **TUTOR:** |

**TUTORING:** Record tutor prep and travel (round trip time, not mileage) and tutor/student face-to-face class time.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATES** | **TUTORING**  **(Face-to-Face)** | | | **COMMENTS**  (Lesson/skills/goals worked on,  reason for absences, etc.) |
|  | **PREP** | **TRAVEL** | **TUTORING** |  |
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| **TOTALS** |  |  |  |  |

**TUTOR – OTHER HOURS THIS MONTH\* (consult with staff, office work, special events):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*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/Documentation of Distance Learning.**

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**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.***

**New Tutoring Site/Days/Times:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student**

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tutor**

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Student Progress Checklist**

Please answer the following questions as they pertain to the **CURRENT MONTH ONLY**.

**Please respond with to the following questions.**

* Student is attending **MOST** of their scheduled tutoring sessions. **Yes / No / Unknown**
* Student is completing homework as assigned. **Yes / No / Unknown**
* I feel this student has shown measurable progress this month. **Yes / No** /**Unknown**
* Student calls or texts when they are unable to attend tutoring. **Yes / No** / **Unknown**
* Does this student appear to struggle with retaining information or learning / understanding material? **Yes / No** / **Unknown**
* Does this student struggle with transportation issues that cause him/her to miss tutoring sessions? **Yes / No / Unknown**

**If you have concerns about any of the above, please explain below. What are you experiencing? How can we help?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**