



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 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	
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.

**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: _____

Email _____ Other: _____

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?
