



BoulderReads!

Tutor Monthly Report



Today's date _____ Report for calendar month _____	
Tutor name _____ Learner name _____	
Meeting place _____ Day _____ Time _____	
Goal for month (please be specific; ex. filling out job application)	Hours for month: Instructional hours _____ Preparation hours _____
Six month goal (ex. job promotion)	Other (special events, etc.—please specify) _____
What are you working on? (Check out other side for list of possible instructional skills.)	
Reading: Please list specifically what book(s) newspapers, magazines, stories (other than instructional texts) that the learner has read this month, either on his/her own or with you.	
Please check any of the following that are appropriate:	
<input type="checkbox"/> Meeting regularly	<input type="checkbox"/> Pair taking a break (how long?) _____
<input type="checkbox"/> Doing ok	<input type="checkbox"/> Learner leaving permanently
<input type="checkbox"/> Need help, please call	<input type="checkbox"/> Tutor leaving permanently
<input type="checkbox"/> Learner out of touch	
Questions, comments, concerns:	Other news?

Please see the other side.

Possible New Instructional Skills/Accomplishments/Goals

Mark as follows:

W=you worked on this item this month

M=mastery this month

G=goal

Lifeskills

- Maps
- Dictionary
- Forms (ex. med. history)
- Applications
- Checks
- Classified Ads
- Telephone Directory
- Phone Messages
- Contracts
- Instruction Manuals
- Nutritional Labels
- Medicine Labels
- Other _____

Job related

- Got job
- Got better job
- Raise or promotion
- Started own business
- On-the-job skills
- Other _____

Tests passed

- Driver's license
- GED (all or specific tests)
- Citizenship
- Other _____

Increased confidence in:

- Reading
- Writing
- Speaking
- Listening
- Pronunciation
- Other _____

Reading

- Read first book
- Read first non-literacy book
- Reading for fun
- Phonics
- Comprehension
- Sight words
- Fluency
- Vocabulary
- Context Clues
- Retention
- Other _____

Computer Skills

- Basic skills
- Internet
- Email
- Word Processing
- Typing
- Other _____

Listening

- Understand what people say
- Tells people they don't understand
- Understands body language / tone of voice
- Other _____

Speaking

- Pronunciation
- Speaks clearly
- Organizes ideas
- Asks for clarification
- Other _____

Writing

- Wrote story
- Wrote letter
- Keeps a journal
- Grammar
- Writes for fun
- Organization
- Spelling
- Penmanship
- Resume
- Other _____

Supporting Child's Education

- Reading to child more
- Helping with homework more
- Improved communication with school or teacher
- Attending parent/teacher conference
- Other _____

Enrolled in other educational program

- Art & Writing Program
- Book Group
- GED Program
- Community College
- University
- Other _____

Other

- Spoke in public
- Bought own home
- Voted for first time
- Math skills
- Received award
- Other _____

Please return to:

BoulderReads!

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