



Monthly Tutoring Report Form

Tutor Name:

Student Name:

Tutor E-mail:

Month

Year

Volunteer Hours:

Please enter the time in hours you spent tutoring this month.

Category	Hours
Tutoring	
Lesson Preparation	
Travel (to and from lesson)	
Other	
Total	

Tutoring Materials:

What materials are you currently using for tutoring? (For example: Journeys to Success Book 2, Breakthrough to Math Level 2 Book 3 – Multiplying & Dividing Fractions.)

Progress report:

What topics did you cover this month? (For example: making a medical appointment, writing an essay, adding decimals.)

Student Achievements:

What has your student achieved this month? Please be specific. (For example: completing a GED test, gaining Citizenship, reaching a new math or reading level, attending a meeting without an interpreter.)

Other Support:

What non-tutoring services did you provide to your student? (For example: transportation, finding a medical provider, finding support services.)

How can the Literacy Council better support you and your student? (materials, information on community resources, provide computers and internet access to students ...)

Resource recommendations:

What resources do you recommend for other tutors? Please be specific and provide a webpage if applicable.