

## Eastside Literacy Tutor's Monthly Report

Your Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Your Student's Name: \_\_\_\_\_

Month being Reported: \_\_\_\_\_ Year: \_\_\_\_\_

Are you an RSVP Volunteer?     Yes     No  
 (If not, and you are over 55, please contact the Administrative Assistant.)

Tutoring Location:     Duvall     Bellevue

Please enter any changes in information for:     yourself     your student:

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

Telephone: \_\_\_\_\_

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

Employment: \_\_\_\_\_

Tutor's hours:  
 Tutoring \_\_\_\_\_  
 Preparation \_\_\_\_\_  
 Training \_\_\_\_\_  
 Other \_\_\_\_\_

Student's hours:  
 Being Tutored \_\_\_\_\_  
 Homework \_\_\_\_\_  
 Other \_\_\_\_\_

Tutoring Sessions (please use codes listed below)

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
<b>Week 1</b>						
<b>Week 2</b>						
<b>Week 3</b>						
<b>Week 4</b>						
<b>Week 5</b>						

✓ = Had session  
 SC = Student cancelled  
 TC = Tutor cancelled

✗ = No session  
 SNS = Student no show  
 TNS = Tutor no show

- Check any particular accomplishments achieved this month:
- Improved basic literacy skills
- Entered another education program or job training
- Earned GED or EDP
- Got a job or a better job
- Gained specific job skills
- Citizenship
- Used community resources (eg library card, registered to vote, joined community organization)
- Increased involvement in children's education or literacy

Other achievement or further explanation of a choice above:

---

---

---

Please share any other comments or observations, eg., is your student applying new skills to her/his life? Have there been any other positive changes in your student's life?

---

---

---

---

---

Send to: Eastside Literacy Volunteer Coordinator  
14812 Main Street,  
Bellevue WA 98007

THANK YOU!