

Hopelink Adult Education 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.)

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
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						

Y = Had session X = No session

SC = Student cancelled SNS = Student no show

TC = Tutor cancelled TNS = Tutor no show

Please 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 (e.g. 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, e.g., is your student applying new skills to her/his life? Have there been any other positive changes in your student's life?

Send to:

Hopelink Volunteer Coordinator
11011 120th Ave NE
Kirkland, WA 98033

THANK YOU!