

READ SANTA CLARA Tutor/Learner Monthly report

Learner's Name:

Tutor's Name:

Tutoring Site:

Number of Sessions:

Month:

Year:

Please round times to the nearest half-hour. Click [here](#) to view a sample report.

	<i>Week 1</i>	<i>Week 2</i>	<i>Week 3</i>	<i>Week 4</i>	<i>Week 5</i>
<i>Tutoring Time</i>	1.00	4.00	1.50	1.50	
<i>Learner Homework</i>	1.50	2.50	0.00	2.50	
<i>Tutor Prep & Commute</i>	0.50	1.00	0.50	0.50	

What goals have you worked on this month? Have any goals been met? Have any new goals been set?

Goals for work: reading and replying to email; home: reading health information; self: journal writing

What materials and methods have you used?

Computer, email from work, article on health in News for You, journal, flash cards

Any other successes (big or small) or challenges... OK to share successes in the newsletter?

Checked out a library book by himself for the first time.

Email Address (if you need a copy of the report mailed to yourself)

Request follow-up from staff

Change in tutoring status: (please specify)

New contact information: (please specify)

You are welcome to send to Read Santa Clara a sample of your learners writing!