East County Literacy Center
El Cajon Branch Library
201 E. Douglas Avenue
El Cajon, CA 92020
Phone: (619) 588-3740
Fax: (619) 588-3732

LEARN
Libraries Empower All to Read Now
Toll free: 1-888-466-0668
Website: www.sdcl.org/Literacy_Main.html
Email: learnstaff@sdcounty.ca.gov

North County Literacy Center
Vista Branch Library
700 Eucalyptus Avenue
Vista, CA 92084
Phone: (760) 643-5144
Fax: (760) 643-5127

MONTHLY TUTORING REPORT
DUE THE 5Th OF EACH MONTH FOR EACH STUDENT YOU TUTOR

Learner's Name: *(First and last)*

For the Month of:	**Year:**	**Branch/Site:**

Tutor's Name: *(First and last)*

Best Contact Number:	**Tutor's E-mail:**

Do you have a regular meeting schedule? When?

Please fill in the number of hours you spent on…

Instruction:	*Preparation:*	*Travel:*	*Other:*

Have any goals have been met this month? *(Please fill out the Roles and Goals sheet on the back of this page)*

Have any new goals been set this month? *(Please fill out the Roles and Goals sheet on the back of this page)*

What progress has been made toward meeting goals this month?

What materials have you been using?

If any, what problems have you encountered and have you overcome them?

Comments/materials or special assistance needed from office?

Has any of your contact information changed?	Yes	No

If yes, please explain:

Student Name _____

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It's time to set goals for the first time or to update the goals that were set several months ago. Remember, this is not a check-list, instead have a conversation about desired goals. If you are reviewing previously-set goals, use this form to indicate whether you are making progress on them; whether you've met the goals; or whether they are no longer of interest. Finally, set any new goals and add any additional information that is significant in the life of the student with regard to his/her basic skills. **Use dates (month/year) to indicate set and met goals.** Please read *Roles & Goals Instructions for more information*.

📖 My goals as a life-long learner:	Date Goal Set	Making Progress	Date Goal Met	🛠 My goals as a worker:	Date Goal Set	Making Progress	Date Goal Met
• Learn the alphabet, letters and sounds				• Find a job: search want-ads/on-line			
• Read a newspaper/magazines				• Fill out a job application			
• Write a letter to _____				• Write a resume			
• Learn to type/use computer keyboard				• Interview for a job			
• Write, send and receive e-mail				• Get a job or get a better job or promotion			
• Search the Internet				• Perform current job tasks better			
• Get a library card				• Read a work-related manual			
• Check out or use library items regularly				• Obtain a license or certificate			
• Pass part or all of the GED test							

Other goals in the life-long learner role	Date Goal Set	Making Progress	Date Goal Met	Other goals in the worker role:	Date Goal Set	Making Progress	Date Goal Met
•				•			
•				•			

🏠 My goals as a family member:	Date Goal Set	Making Progress	Date Goal Met	🌐 My goals as a community member/citizen:	Date Goal Set	Making Progress	Date Goal Met
• Write checks/pay bills				• Access community services/resources			
• Read health education information				• Speak to others about the literacy program			
• Read medicine labels				• Get involved with a community issue			
• Plan nutritious meals				• Get a drivers' license			
• Share a book with children*/family				• Prepare to vote (read Easy Voter Guide, register)			
• Help children with homework				• Vote			
• Take children to library storytime				• Become a volunteer			
• Interact with the school/with teachers							

Other goals in the family role:	Date Goal Set	Making Progress	Date Goal Met	Other goals in the community member role:	Date Goal Set	Making Progress	Date Goal Met
•				•			
•				•			

* "Children" can refer to your own, your relative's children or any other children with whom you interact.

Tutor Name _____

Unanticipated Achievements (Other things I have accomplished since the last Roles & Goals review):

_____

_____

_____