

## Monthly Tutor Report Form SAMPLE

Tutor name: **Anne Smith**

Student name: **Sally B.**

Student # (i.e. T25): **P67**

Student goal path: **employment**

Report for period ending - Month: **November**

Year: **2019**

Hours spent tutoring this month: **8**

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What have you been working on?

**Make change from \$20 without a calculator** - add & subtract in head, calculate exact change

**Write basic instructions for work** - spell common work words, write complete sentences, include all relevant details when giving instructions

**Read nutrition labels on food** - understand layout of nutrition labels, learn words common to nutrition labels

Do you have any successfully completed learning activities in the student's file? If yes, give details.

**Yes - spells common work words**

- counts exact change for a purchase

- calculates change from \$20 without a calculator

Have you completed the short-term goals set on the most recent learning plan?

**Some - "Make change from \$20 without a calculator"**

**Cancelled - "Filling out an order form" - no longer needed**

If so, do you need to schedule a learning plan meeting?

**Not yet, but soon**

Is there anything else you would like us to know or anything we can help you with?

**Sally recently found out she is diabetic, so we've added reading nutrition labels to her goals.**

**We need more resources to work on writing instructions.**

**We will not be meeting for the first 3 weeks in January as I am having surgery.**

**Sally has been talking about quitting work to go back to school, so her goal path may change.**

Does your student need a referral to other services?

**Sally doesn't have a family doctor and needs more information on diabetes.**