

MONTHLY TUTORING & ATTENDANCE CALENDAR

Literacy Green Bay, 424 S Monroe Ave, Green Bay WI 54301

Phone: 920.435.2474 Fax: 920.435.2203

Indicate total hours spent in:

TUTORING _____

PREPARATION _____

TUTOR NAME _____

LEARNER NAME _____

MONTH _____ YEAR _____

Goal(s) established (*see back of page for goals checklist*)

We have completed up to: _____
Book Title/Lesson # *Book Title/Lesson #*

I have noticed progress in _____

Comments on student/sessions _____

Complete this box **only** if student completed one or more goals this month:

**** GOALS COMPLETED ****

Completed a Curriculum Textbook (title) _____

Completed a Curriculum Textbook (title) _____

Achieved a Personal Goal _____

Achieved a Personal Goal _____

I would like advice from the Literacy Council. Yes No I need more calendars. Please send.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

- 1) Indicate date tutoring in upper left corner of the box and enter total tutoring time in that box
- 2) Enter total preparation time in box of date lesson prepared
- 3) If scheduled lesson is canceled, give reason in box of date canceled
- 4) If tutoring is temporarily on hold, indicate length of suspension, reason and date tutoring will resume
- 5) IF YOU HAVE TERMINATED YOUR TUTORING ARRANGEMENT, PLEASE NOTIFY THE OFFICE (435-2474)

Use this checklist to set personal goals with your learner. Check off or list the goals that you plan to incorporate into your lessons. No more than 5 goals should be checked off at a time. Remember to record when a goal is achieved or book is completed in the box on the front.

Curricular Goals:

Completion of:

- Laubach Skillbooks
- Challenger Series
- Voyager Series
- Focus on Phonics Series
- Patterns in Spelling Series
- Power English Series
- Specific Skills Series
- Side by Side Series
- Foundations/Expressways Series
- Number Power or other math Series
- Citizenship texts
- Pre-GED or GED Texts
- Mavis Beacon Keyboarding Software
- Use dictionary effectively
- Master cursive writing
- Master an arithmetic function
(check) addition subtraction multiplication division
fractions measurement
- Read and summarize a story(newspaper article, short story, novel)
- Complete personal reading goal (10 items)
- Write a story/essay outstanding for student's level or ability
- Improve study habits
- Other: _____

Academic/Educational Goals

- Pass the Test of English as a Foreign Language(TOEFL)
- Pass college entrance exam (ACT, SAT)
- Pass one test in the GED/HSED exam
- Earn GED or HSED
- Enter a higher educational or vocational setting
- Complete a college level course
- Learn keyboarding/computer skills
- Pass citizenship test/become a U.S. citizen
- Other: _____

Employment Goals

- Get a job
- Get a job promotion/raise
- Get a job in career field
- Complete on-the-job workplace training
- Pass work-related literacy/skills test
- Get a commercial driver's license
- Prepare for job interview
- Prepare a resume
- Other: _____

Parent-Family Literacy Goals

- Read a story to a child for the first time
- Help child with homework
- Talk in English to children
- Attend parent-teacher conferences
- Read books on parenting/child development
- Other : _____

Community Involvement Goals

- Vote for the first time
- Participate in community activities (PTA, civic group, church group)
- Participate in a field trip related to studies
- Learn to ride the bus
- Purchase a home
- Open a business
- Make appointments in English
- Participate in a book discussion
- Get a library card/frequents the library
- Other: _____

Life Skill Goals

- Open a banking or checking account
- Write letters or notes
- Prepare a recipe
- Read/understand ads in the newspaper
- Fill out applications or forms
- Correct use of money/change
- Get a driver's license
- Ordering from a menu
- Other: _____