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) _____

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☐ Achieved a Personal Goal _____

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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
(circle) 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: _____

Adapted from Tutor Handbook, Literacy Green Bay

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:_____