



Woodland Public Library Literacy Service Monthly Tutor Report

Month: _____ Year: 20____

Return completed form to:
250 First St
Woodland, CA 95695
OR send in the information
by phone, email, fax, or
carrier pigeon.

Tutor's Name:

Student's Name:

Tutoring site:

Record of Hours

	Week 1	Week 2	Week 3	Week 4	Week 5	TOTAL
Instruction Hours						
Tutor Preparation Hours						
Tutor Travel Hours						
Other Hours*						
Additional Student Time**						

*Other hours: Includes meetings with Literacy Service staff, in-service tutor training, tutor conferences, etc.

**Additional Student time: Includes study time outside tutoring sessions, homework, adult education classes, etc.

Texts and materials used:

From both of you:

- Are you noticing changes or improvements in reading and writing related to your goals?

- Are you having any challenges? Is there anything you need from us? If so, please describe:

- Please help us build our wish list! What suggestions do you have for new materials, workshops or activities?

- Would you like to hear from us? If so, check the box or boxes below and we'll be in touch. Of course you are welcome to call us anytime! Call Student Call Tutor

- If you have any anecdotes or stories, please share them on the back side of this form or feel free to attach additional pages.

Please return this form to Literacy Service by the 10th of the following month (see instructions above). **Remember: Each tutor who turns in the monthly report on time will be entered in a raffle to win a gift card!** Thanks very much to each of you for letting us know every month how you are doing! The information you provide is so important to Literacy Service. With your help we are able to report statistics to our funding sources, to monitor overall progress, and to support you as best we can.