



## Monthly Reports

Tutor Name: \_\_\_\_\_

Learner Name: \_\_\_\_\_

Month: \_\_\_\_\_

Year: \_\_\_\_\_

Total Time Tutored: \_\_\_\_\_ hrs

Preparation Time: \_\_\_\_\_ hrs

Materials Used: \_\_\_\_\_

Lesson number: \_\_\_\_\_

Goals achieved this month by category (write the number of goals achieved in front of each category):

1. \_\_\_\_\_ Personal (self esteem, vocabulary, forms, Bible, email, etc)
2. \_\_\_\_\_ Education (increase reading level, GED, trade school, etc.)
3. \_\_\_\_\_ Money (banking, grocery store, coupons, rent, checks)
4. \_\_\_\_\_ Citizen (newspaper, library card, vote, etc.)
5. \_\_\_\_\_ Employee (want ads, resume, increase skills, job application, etc.)
6. \_\_\_\_\_ Health (doctor, dentist, patient forms, nutrition, etc.)
7. \_\_\_\_\_ Family Education (read to children, teacher notes, etc.)
8. \_\_\_\_\_ Transportation (driver's license, car manual, bus route)
9. \_\_\_\_\_ other: \_\_\_\_\_

Total number of goals achieved this month: \_\_\_\_\_

Current Success Stories: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return to Shelly Stanley at Read To Succeed P.O. Box 12161 Murfreesboro, TN 37129 or at [Read.To.Succeed@comcast.net](mailto:Read.To.Succeed@comcast.net) by the 8<sup>th</sup> of the following month.