



Monthly Tutor Report Newport/Mesa ProLiteracy

**DUE on
the 3rd!!**

For the month of _____, _____

Please total your tutor hours for the current month and submit the information to the Literacy office **by the 3rd of each month**. You can give us your hours in any of the following ways:

Drop off: Literacy office, Central Library
Mail: Literacy, Newport Beach Public Library, 1000 Avocado Avenue, NB 92660
Call: (949) 717-3874

Tutor's FULL Name _____ **Adult Learner's FULL Name** _____

Tutor Preparation Hours _____

Tutor Travel Hours _____

Session Hours Spent with Adult Learner _____

Tutor Workshop Hours _____

Volunteer Other Hours _____

Describe Volunteer Time (such as Assessments) _____

Tutoring is going well ☐ Yes ☐ No I could use some help ☐ Yes ☐ No

Goals: Have your learner's goals changed since your last report?

Long term goals: ☐ No change ☐ Change (specify)

Short term goals: ☐ No change ☐ Change (specify)

What goals has your learner accomplished? (specify)

Reset

Observations: Enter a number from 0 to 5 (5 = no problem)

Observation	Rate	Describe when designating 3 or less
Attendance		
Comfort in relationship		
Level of learner commitment		
Personal problems interfering with tutoring learner		
Adequacy of materials/resources		
Adequacy of NMPL support		