

## LVCA MONTHLY PROGRESS REPORT

Student: \_\_\_\_\_ Tutor: \_\_\_\_\_

Month and Year: \_\_\_\_\_

Instructional Hours: \_\_\_\_\_ Tutor Prep Hours (include travel time): \_\_\_\_\_  
(If not meeting for 8 hours a month, please explain in Tutor Comments.)

**Activities and materials used:**

- News for You
- Citizenship materials
- Health literacy materials
- Internet
- Job skills materials
- Field trip (library, grocery store, etc.)
- Other: \_\_\_\_\_

**Specific goals you have focused on this month:** \_\_\_\_\_

\_\_\_\_\_

**Student accomplishments or where you notice improvement:**

- Improved skills needed for work \_\_\_\_\_
  - Increased involvement in child's education \_\_\_\_\_
  - Showed more independence in community \_\_\_\_\_
  - Improved understanding of health issues \_\_\_\_\_
  - Learned about American government and history \_\_\_\_\_
  - Financial literacy skills \_\_\_\_\_
  - Reading fluency \_\_\_\_\_
  - Reading comprehension \_\_\_\_\_
  - Phonics – letter sounds \_\_\_\_\_
  - Conversational fluency \_\_\_\_\_
  - Pronunciation \_\_\_\_\_
  - Grammar \_\_\_\_\_
  - Sentence or paragraph writing \_\_\_\_\_
  - Other (see reverse side for more complete list of achievements or add your own): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Any concerns or questions raised by the student?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tutor comments, suggestions or contact information changes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## STUDENT ACHIEVEMENTS

### **READING / WRITING**

- Improved READING / writing ability
- Read the newspaper and/or magazines
- Improved spelling
- Improved vocabulary understanding
- Phonics-improved letter sounds

### **SPEAKING / LISTENING**

- Improved ENGLISH speaking / listening ability
- Improved grammar
- Improved pronunciation
- Increased vocabulary

### **WORK**

- Entered employment
- Got a better job
- Improved skills needed at work
- Communicated with peers, supervisors, customers
- Participated in job training
- Completed paperwork required at job
- Searched want ads
- Filled out job application
- Wrote a resume
- Other work related goal: \_\_\_\_\_

### **COMPUTER**

- Learned computer skills and/or used software
- Set up e-mail account and uses regularly
- Used the internet for information

### **DRIVER'S LICENSE**

- Studied DMV driver's manual
- Obtained learner's permit
- Obtained driver's license
- Obtained Commercial Driver's License

### **COMMUNITY**

- Increased involvement in community activities
- Learned how to vote and/or registered to vote
- Voted for the first time
- Spoke at city council meeting  
(or other governing body)
- Wrote to a politician
- Talked to someone in the community
- Talked with attorney or judge
- Volunteered in the community
- Obtained a library card

### **FAMILY**

- Increased involvement in children's educational activities (school trips, registration)
- Attended meetings at children's school
- Communicated with children's teachers/others at school
- Volunteered at children's school or after-school program
- Read to children
- Helped children with homework

### **INDEPENDENCE**

- Attained consumer skills
- Filled out forms
- Improved understanding of household appliances
- Became a smarter shopper
- Found information in the phone directory
- Set up and followed a schedule
- Made an appointment

### **FINANCIAL LITERACY / NUMERACY**

- Opened a bank account
- Understands and pays bills
- Conducted bank related issues
- Improved math skills
- Used money

### **HEALTH LITERACY**

- Attained healthier lifestyle
- Communicated with medical professional
- Read medication label
- Read food labels
- Read health related materials

### **EDUCATION**

- Entered postsecondary education (PVCC)
- Entered other education and/or training
- Obtained GED
- Passed a section of the GED

### **CITIZENSHIP**

- Studied U.S. government and history
- Completed Application for Naturalization
- Studied rights and responsibilities of citizenship
- Prepared for citizenship interview
- Obtained citizenship