Monthly Tutor Reports

Coming Soon

Tutor Report

* Required

Student & Tutor Information

Student First Name *

Steven

Student Last Name *

Reid

Student ID Number

Your answer

Tutor First Name *

Steven

Tutor Last Name *

Reid

Tutor Email

Please enter your email if you would like to receive a copy of this report upon submission.

sreid@literacyforall.org

NEXT

Required fields

Tutor Report

* Required

Instructional Meetings

For which month are you reporting?

Month *

August

Year *

Please enter the appropriate year.

2019

How many meetings? *

How many times did you meet with your student during the month?

4

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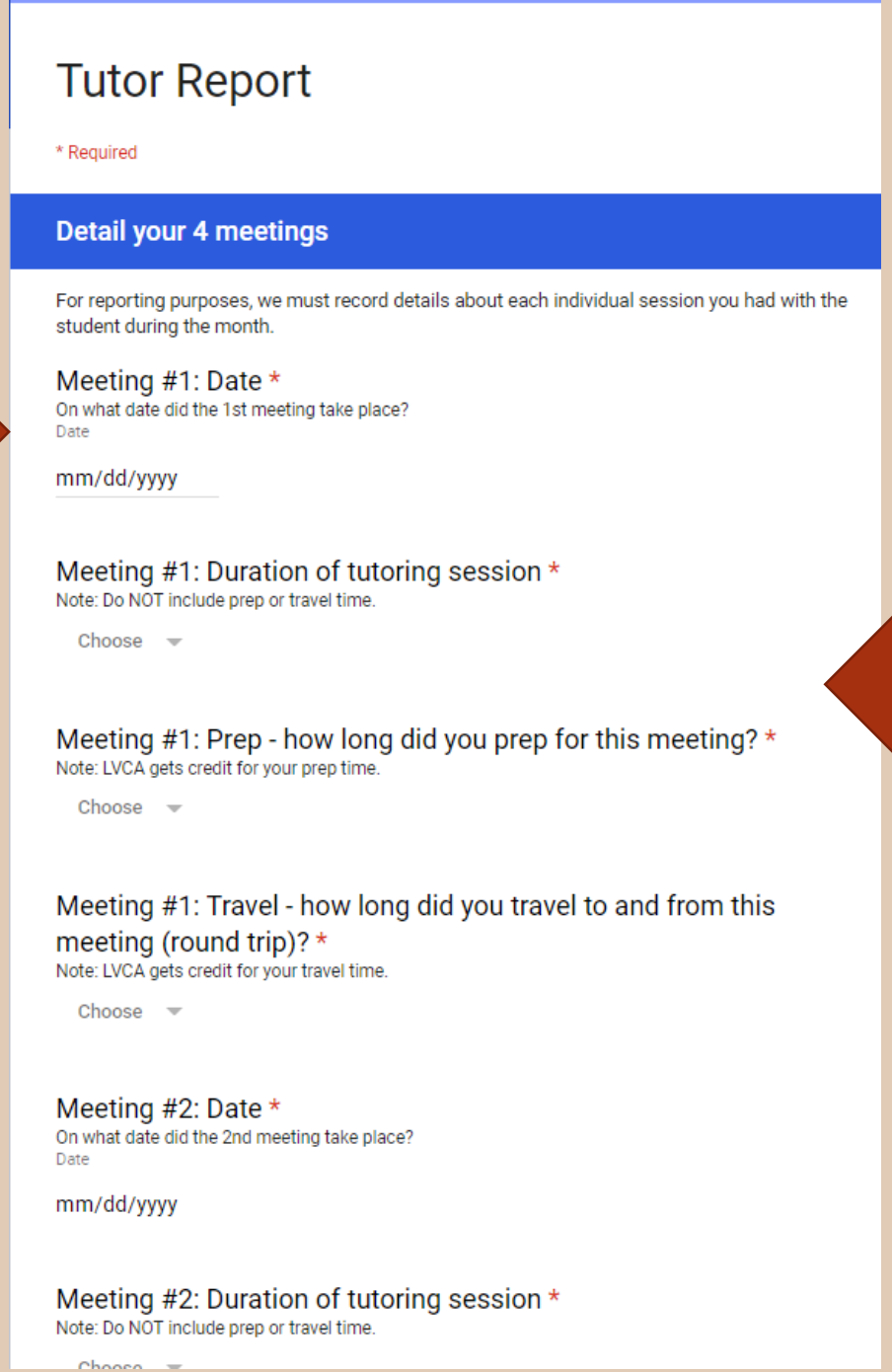
All hours are submitted for the date the lesson occurred.



Tutor Report

* Required

Detail your 4 meetings

For reporting purposes, we must record details about each individual session you had with the student during the month.

Meeting #1: Date *
On what date did the 1st meeting take place?
Date

mm/dd/yyyy

Meeting #1: Duration of tutoring session *
Note: Do NOT include prep or travel time.

Choose

Meeting #1: Prep - how long did you prep for this meeting? *
Note: LVCA gets credit for your prep time.

Choose

Meeting #1: Travel - how long did you travel to and from this meeting (round trip)? *
Note: LVCA gets credit for your travel time.

Choose

Meeting #2: Date *
On what date did the 2nd meeting take place?
Date

mm/dd/yyyy

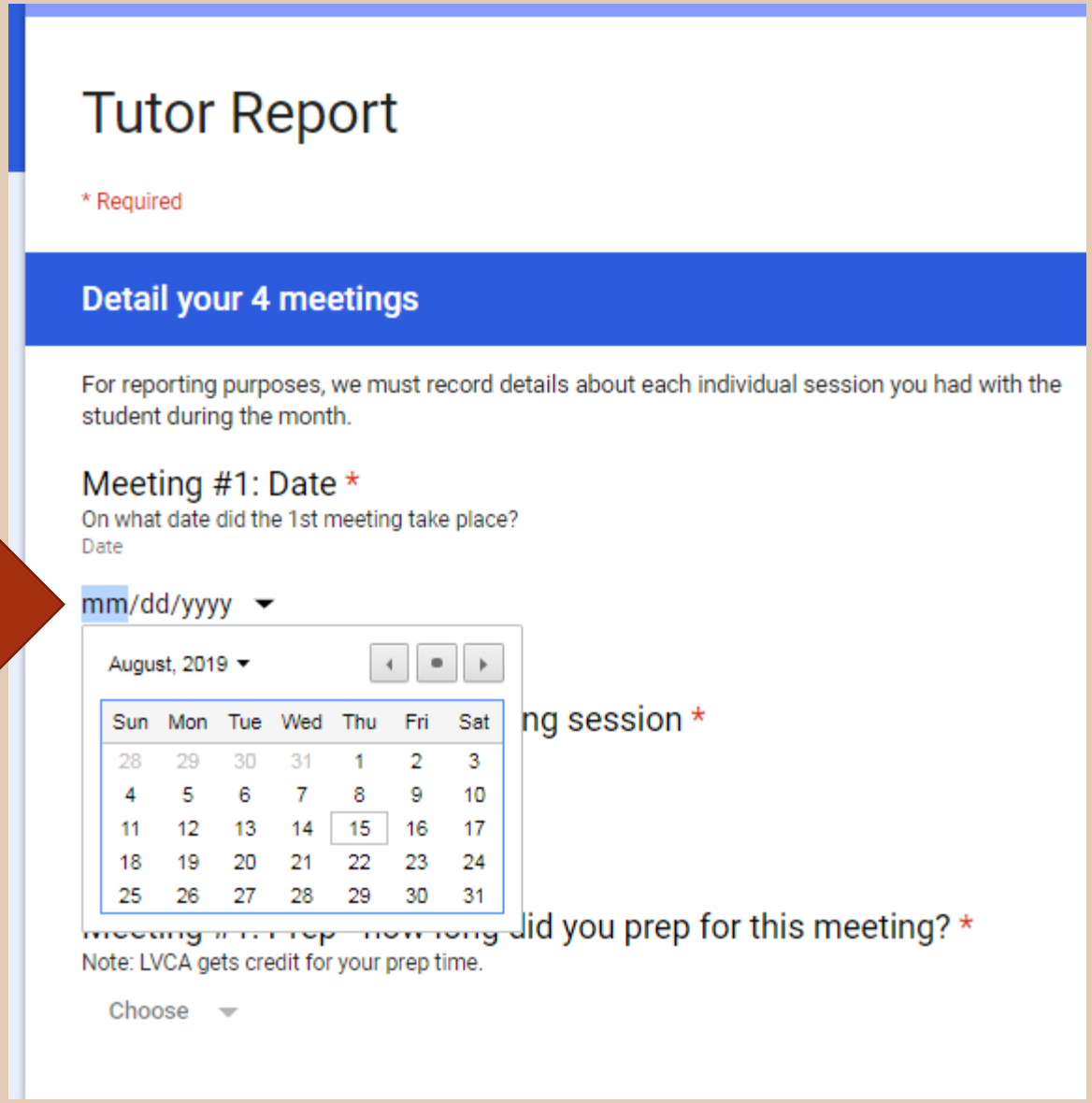
Meeting #2: Duration of tutoring session *
Note: Do NOT include prep or travel time.

Choose

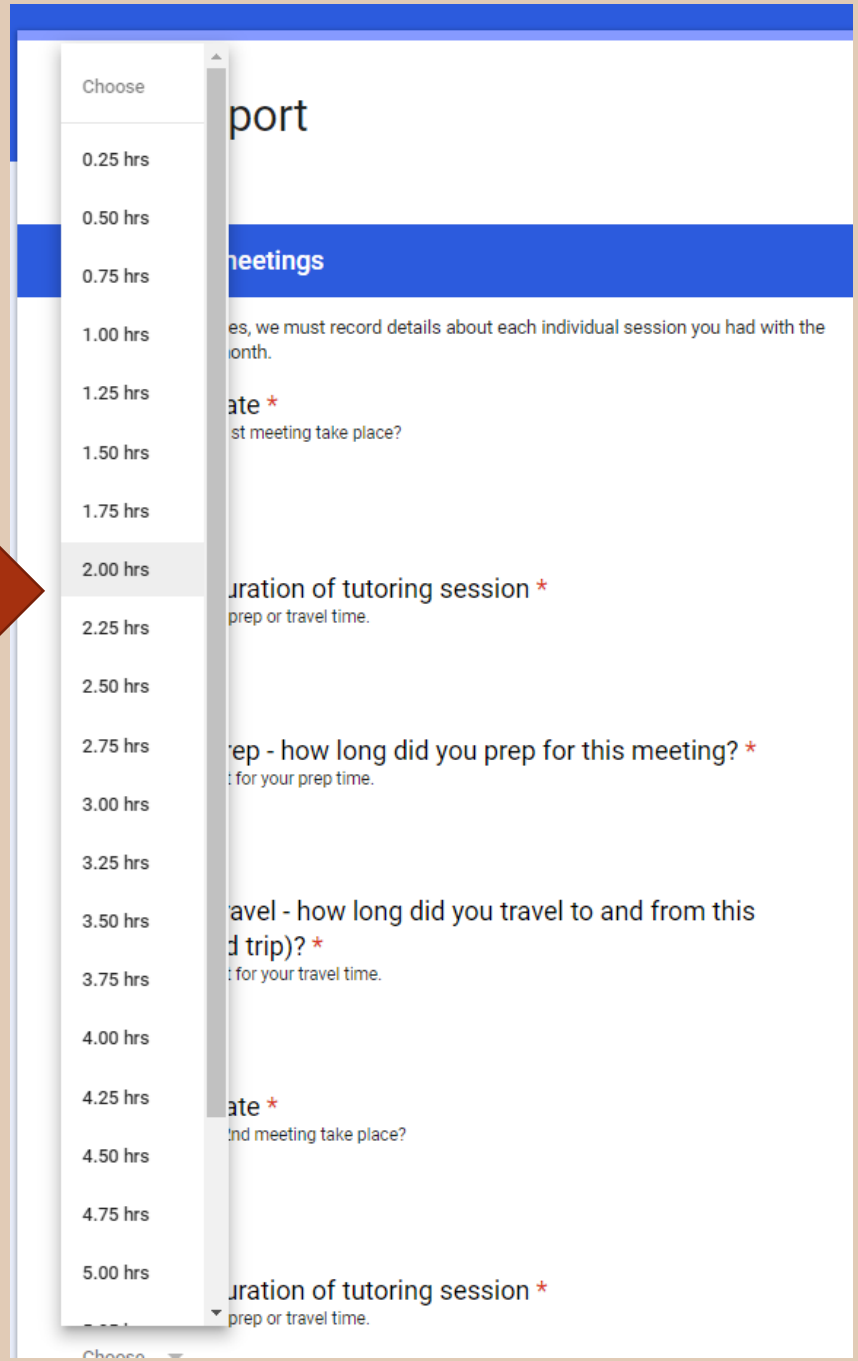
Prep hours and travel hours are reported separately and for each session.

NOTE:

This will open to the CURRENT month, NOT the month of your report.



Hours are reported in 15 minute increments.



Student Achievements are the same as what you've already been filling out on both the computer and paper forms.

Tutor Report

Student Achievements

Where did you notice real improvement?

Speaking/Listening

- [ ] Improved ENGLISH speaking and/or listening ability
- [ ] Improved grammar
- [ ] Improved pronunciation
- [ ] Increased vocabulary

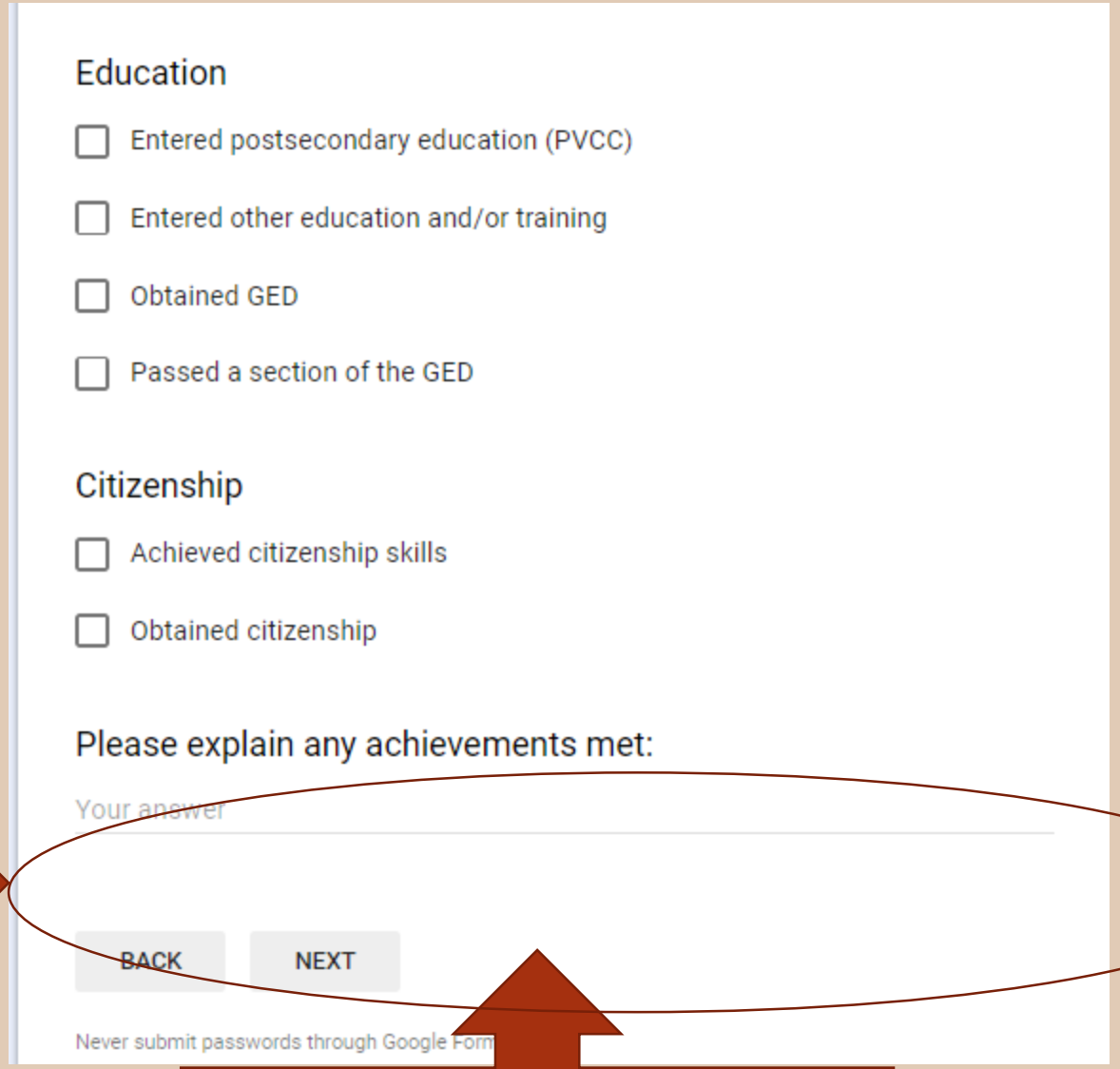
Reading/Writing

- [ ] Improved reading and/or writing ability
- [ ] Read the newspaper and/or magazines
- [ ] Improved spelling
- [ ] Improved vocabulary understanding

Work

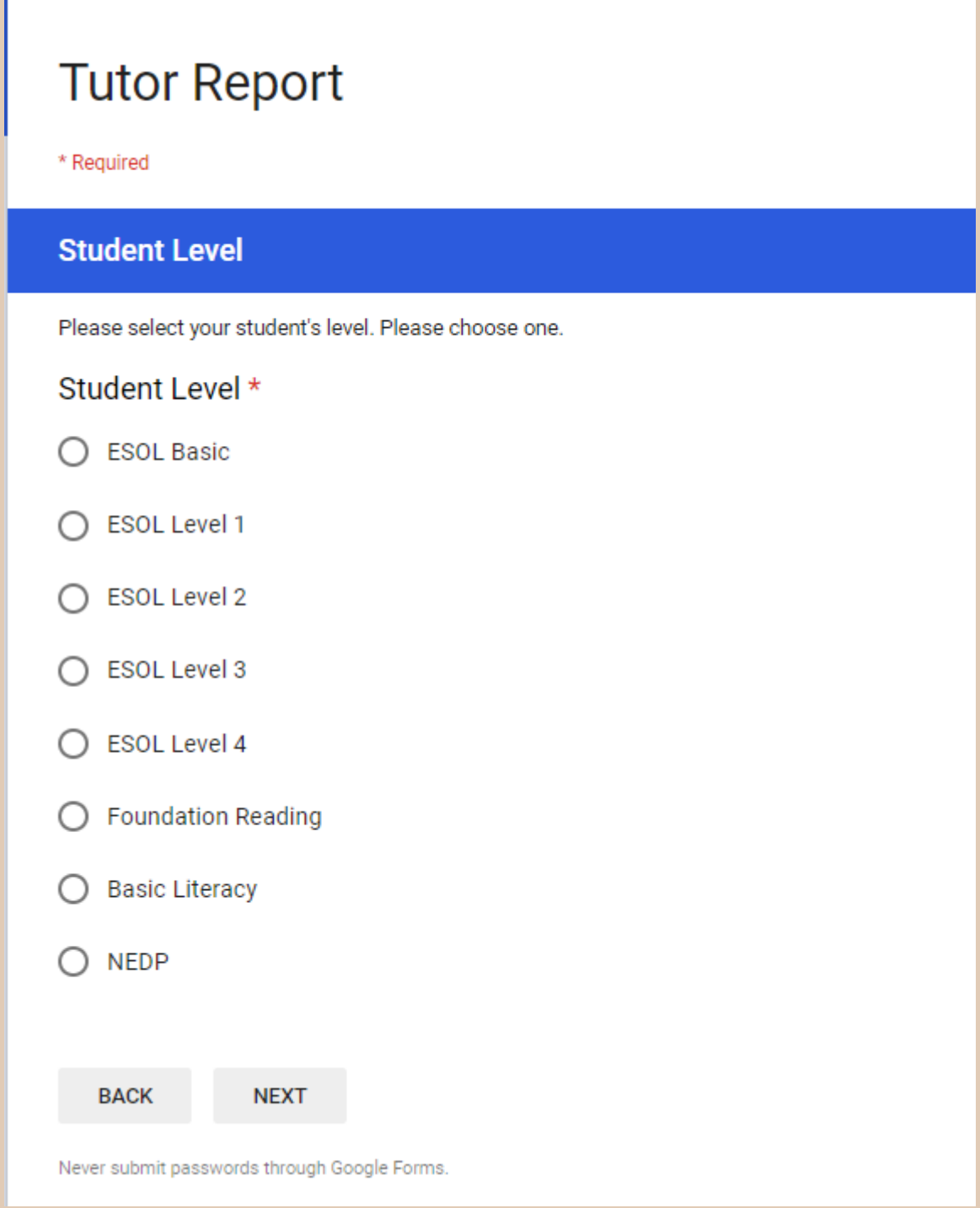
- [ ] Entered employment
- [ ] Got a better job
- [ ] Improved skills needed at work
- [ ] Communicated with peers, supervisors, customers
- [ ] Participated in job training

There is a place to explain any achievement or add additional information on these achievements.



Achievements only in this one.

You will need to choose the level for your student.



Tutor Report

* Required

Student Level

Please select your student's level. Please choose one.

Student Level *

- ESOL Basic
- ESOL Level 1
- ESOL Level 2
- ESOL Level 3
- ESOL Level 4
- Foundation Reading
- Basic Literacy
- NEDP

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Tutor Report

ESOL Level 1

What area(s) have you worked on with your student this month?

Standard 1

- [ ] Identifying the main topics in conversation
- [ ] Identifying the main topics in written text
- [ ] Retelling a few key details

Standard 2

- [ ] Participating in short conversations
- [ ] Participating in short written exchanges
- [ ] Presenting simple information with ideas
- [ ] Responding to simple questions
- [ ] Responding to wh- questions

Standard 3

- [ ] Delivering short oral presentations (Note: With lots of support from the tutor: Talk about skills the student has for a job search. Talk about how to make their favorite food).
- [ ] Composing simple written narratives (Note: With lots of support from the tutor. Write 2-3 sentences about what they did on the weekend.)
- [ ] Composing simple informational texts (Note: i.e. Recipes, job descriptions, types of medication)

Standard 4 - Constructing a claim about a familiar topic

- [ ] Constructing a claim about a familiar topic (Note: Explaining a point of view with reasons (i.e. favorite food, ideal job, etc.))
- [ ] a. Introducing a topic, experience, or event
- [ ] b. Giving a reason to support a claim
- [ ] c. Providing a conclusion

Standard 5 - Creating a short research project

- [ ] Creating a short research project (Note: With a lot of support from the tutor. Job search, finding a new apartment)
- [ ] a. Gathering information (Note: Mostly (or entirely) tutor provided. For example, gathering information about jobs in the area)
- [ ] b. Recording information in simple notes
- [ ] c. Summarizing information

Standard 6

- [ ] Identifying the main argument by a speaker or author
- [ ] Identifying a reason a speaker or author makes to support the argument

Standard 7

- [ ] Choosing between formal and informal language (Note: i.e. father vs. dad, want to vs. wanna, going to vs. gonna, etc)
- [ ] Learning frequently used academic language (Note: i.e. define, identify, create, conclude, select)
- [ ] Learning frequently used content-specific language (Note: i.e. noun, verb, add, subtract, constitution, government)

Standard 8

- [ ] Using context to understand new vocabulary
- [ ] Using previously learned vocabulary to understand new vocabulary (Note: i.e. learning the word happiness because they understand happy)

Did you do something really cool this month?

Tell me about it here.

Standard 9

- [ ] Recounting a short sequence of events in order
- [ ] Creating an introduction for an informational topic
- [ ] Providing one or two facts about a topic
- [ ] Using common linking words (Note: i.e. and, but, or)

Standard 10

- [ ] Using common vocabulary
- [ ] Creating simple and compound sentences (Note: The most common compound sentence combines two simples sentences with a coordinating conjunction, and this is an example of that.)

Please explain any standards met:

Your answer

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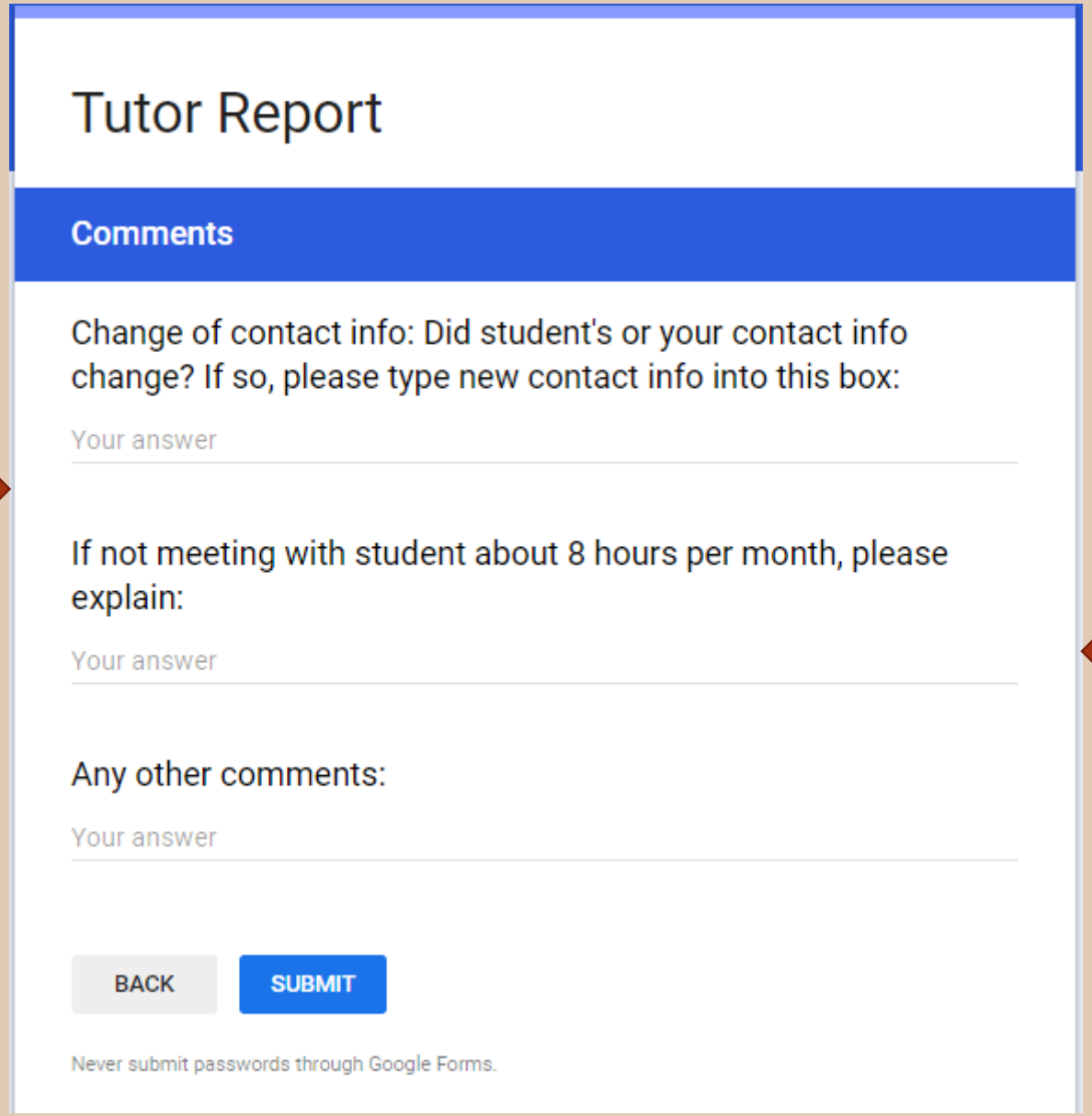
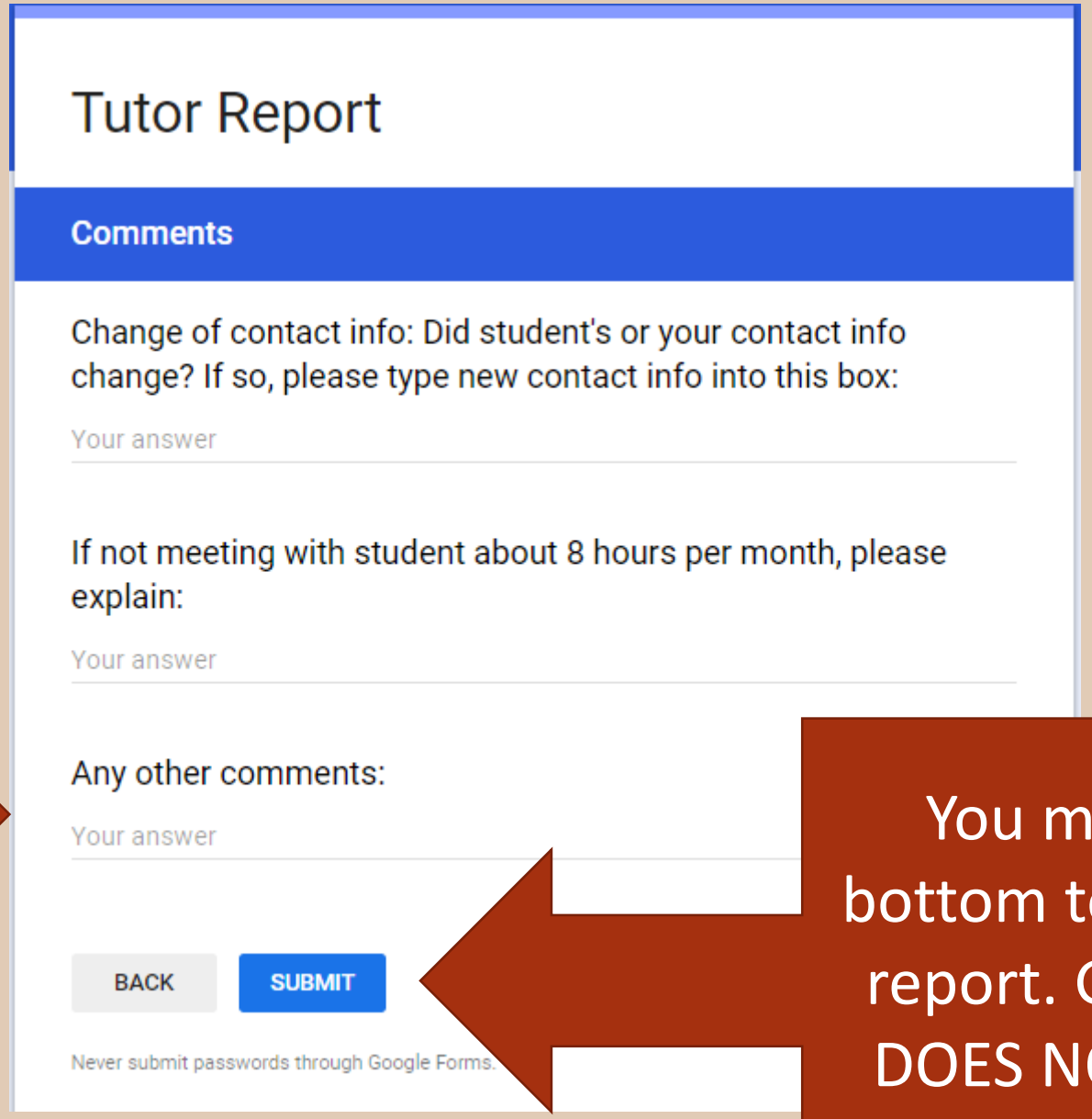
Text box for change of contact info for tutor or student.

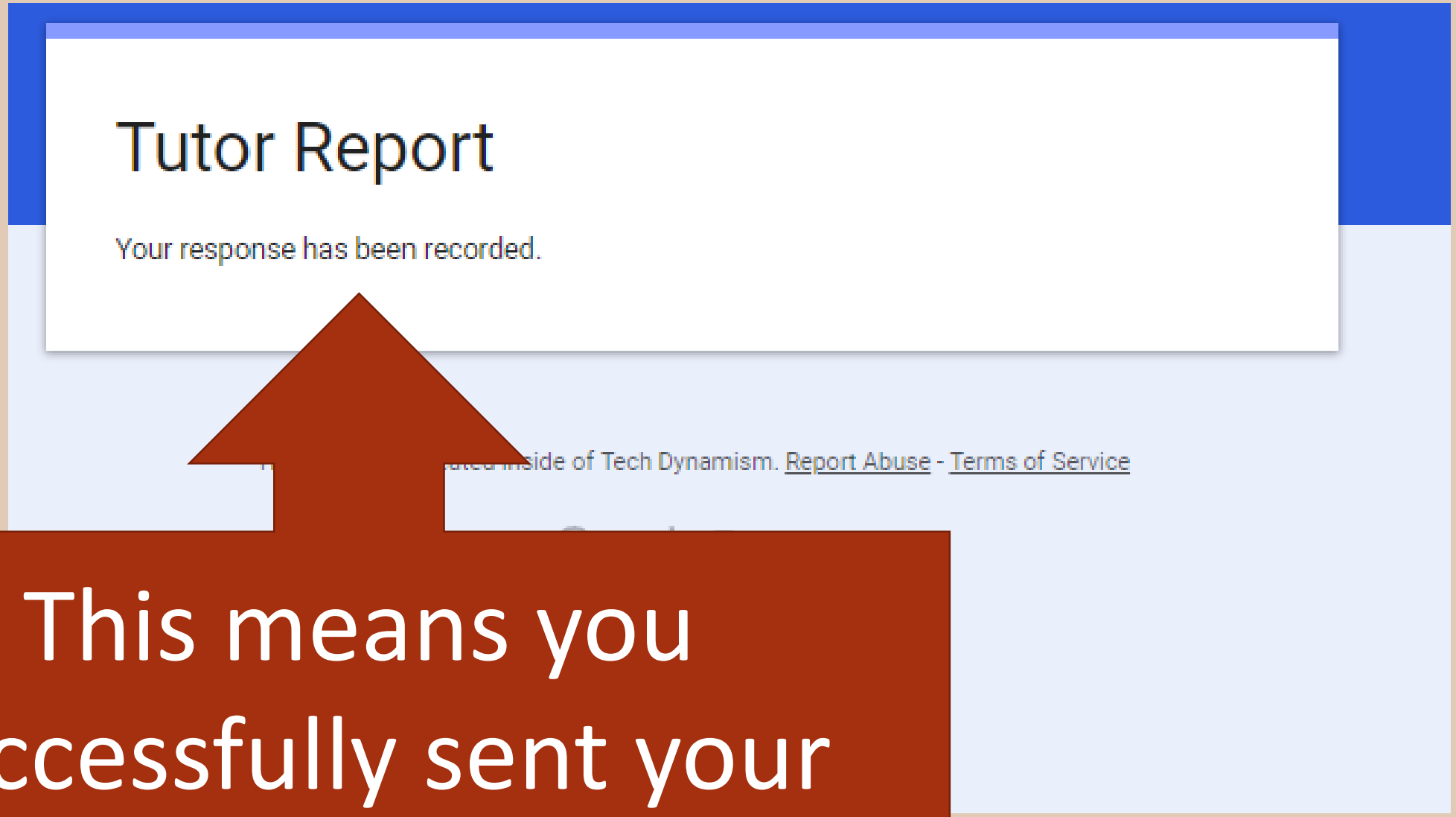


Text box for explaining if you and your student have met less than 8 hours.

Text box for anything else you'd like to tell us.



You must hit this bottom to submit your report. Google forms DOES NOT save your information.



This means you successfully sent your report.