



# LAKE COUNTY

*Library System*

www.lakeline.lib.fl.us

## ADULT LITERACY PROGRAM

Erika Greene, Literacy Program Coordinator

2401 Woodlea Road • Tavares, FL 32778

egreene@lakeline.lib.fl.us • (352) 253-6183

### TUTOR DAILY REPORT

			DATE	TIME			
TUTOR NAME		First	Last	LEARNER NAME		First	Last

TOTAL HOURS FOR THE DAY				<input type="checkbox"/> Basic	<input type="checkbox"/> ESoL
Instructional _____	Preparation _____	Travel _____		<input type="checkbox"/> Individual	<input type="checkbox"/> Classroom

#### ACCOMPLISHMENTS

Please indicate if and when Learner successfully completed a material/level and achieved each goal. Refer to performance-based goals sheet to expand on goals accomplished.

<b>Material(s)</b>	Circle level(s) <i>if applicable</i>										<input type="checkbox"/> Other	
<input type="checkbox"/> Challenger	1	2	3	4	5	6	7	8	9	10		
<input type="checkbox"/> Focus on Phonics	1	2a	2b	3	4							
<input type="checkbox"/> Laubach Way to English (LWE)	1	2	3	4								
<input type="checkbox"/> Laubach Way to Reading (LWR)	1	2	3	4								
<input type="checkbox"/> Life Prints ESL	Literacy	1	2	3								
<input type="checkbox"/> News for You												
<input type="checkbox"/> Oxford Picture Dictionary Series	Beginner	Intermediate	General									
<input type="checkbox"/> Rosetta Stone												
<input type="checkbox"/> Voyager Series	F	1	2	3	4	5	6	7	8			
<input type="checkbox"/> Flash Cards	Simple Words	Vocabulary	Math	Games								
<input type="checkbox"/> Realia	<input type="checkbox"/> Low-Literacy books/readers	<input type="checkbox"/> Newspapers										
<input type="checkbox"/> Citizenship Materials	<input type="checkbox"/> Assessment Tools	_____	_____									

**Goals** Check the performance-based goal that was accomplished **this month only**. Do not check goals accomplished in previous months.

Library Card	<input type="checkbox"/> Got a Library Card		
General Skills	<input type="checkbox"/> Write note to landlord	<input type="checkbox"/> Read lease	<input type="checkbox"/> Read real estate listings
	<input type="checkbox"/> Call for repair work		
Family/Education	<input type="checkbox"/> Read books to children	<input type="checkbox"/> Fill out school forms	<input type="checkbox"/> Communicate with child's teacher (talk,write)
	<input type="checkbox"/> Read bible	<input type="checkbox"/> Pursue personal education	<input type="checkbox"/> Participate in school activities
	<input type="checkbox"/> Read rules of games	<input type="checkbox"/> Understand lectures, take notes	
	<input type="checkbox"/> Watch/understand movies/TV		
	<input type="checkbox"/> Participate in homework		
Housing	<input type="checkbox"/> Write note to landlord	<input type="checkbox"/> Read lease	<input type="checkbox"/> Read real estate listings
	<input type="checkbox"/> Call for repair work		



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DATE	TIME
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**Goals (continued)** Check the performance-based goal that was accomplished **this month only**. Do not check goals accomplished in previous months.

Citizen Role	<input type="checkbox"/> Read newspaper <input type="checkbox"/> Report a crime <input type="checkbox"/> Get involved/voting <input type="checkbox"/> Read and understand legal rights	<input type="checkbox"/> Become familiar with new customs/land <input type="checkbox"/> Communicate with law enforcement <input type="checkbox"/> Access community services <input type="checkbox"/> Identify citizenship requirements/process
Work	<input type="checkbox"/> Read job ads <input type="checkbox"/> Use tools/technology <input type="checkbox"/> Complete applications/forms <input type="checkbox"/> Meet with supervisor <input type="checkbox"/> Find employment <input type="checkbox"/> Read evaluations	<input type="checkbox"/> Interview <input type="checkbox"/> Learn new skills <input type="checkbox"/> Read pay stub <input type="checkbox"/> Work related vocabulary <input type="checkbox"/> Negotiate differences <input type="checkbox"/> Improve job situation, promotion, raise
Transportation	<input type="checkbox"/> Read road signs <input type="checkbox"/> Read vehicle information <input type="checkbox"/> Understands directions, maps, bus schedules	<input type="checkbox"/> Purchase insurance <input type="checkbox"/> Obtain a license <input type="checkbox"/> Deal with traffic ticket
Health	<input type="checkbox"/> Communicate with medical professional <input type="checkbox"/> Read health related materials	<input type="checkbox"/> Read and follow medication information
Money	<input type="checkbox"/> Identify money, make change <input type="checkbox"/> Simple math skills <input type="checkbox"/> Use ATM <input type="checkbox"/> Read/pay bills <input type="checkbox"/> Write checks/keep register	<input type="checkbox"/> Read bank statement <input type="checkbox"/> Budgeting <input type="checkbox"/> Apply for a credit card <input type="checkbox"/> Fill out loan application
Shopping	<input type="checkbox"/> Read ads/coupons <input type="checkbox"/> Read labels <input type="checkbox"/> Read price stickers <input type="checkbox"/> Understand U.S. measurements	<input type="checkbox"/> Read recipes <input type="checkbox"/> Navigate markets/stores <input type="checkbox"/> Understand clothing sizes

#### COMMENTS