



INDIVIDUAL MONTHLY REPORT

DATE	REPORT MONTH/YEAR
TUTOR NAME First Last	LEARNER NAME First Last

TOTAL HOURS FOR THE MONTH Instructional _____ Preparation _____ Travel _____	<input type="checkbox"/> Basic <input type="checkbox"/> ESoL
LEARNER PROFICIENCY LEVEL Please indicate learner's current level.	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Individual <input type="checkbox"/> Classroom

MEETING LOG	Working Material(s)	Circle level(s) if applicable	
Date _____ Length (hrs) _____	<input type="checkbox"/> Laubach Way to English (LWE)	1 2 3 4	<input type="checkbox"/> Breakthrough Math Level 1
	<input type="checkbox"/> Oxford Picture Dictionary Series	Beginner Intermediate General	1 2 3 4 5 6
	<input type="checkbox"/> Rosetta Stone		<input type="checkbox"/> Breakthrough Math Level 2
	<input type="checkbox"/> Citizenship Materials		1 2 3 4 5 6
	<input type="checkbox"/> Laubach Way to Reading (LWR)	1 2 3 4	<input type="checkbox"/> Flash cards
	<input type="checkbox"/> Focus on Phonics	1 2 3 4	Simple Words Vocabulary Math Games
	<input type="checkbox"/> Voyager Series	F 1 2 3	<input type="checkbox"/> Other
	<input type="checkbox"/> Endeavor	3 4 5 6 7 8	
	<input type="checkbox"/> Low-Literacy books/readers		
	<input type="checkbox"/> Newspapers		
	<input type="checkbox"/> Assessment Tools _____		

ACCOMPLISHMENTS Indicate if the Learner successfully completed a material/level

Completed Material(s)	Circle level(s) if applicable
<input type="checkbox"/> Laubach Way to English (LWE)	1 2 3 4
<input type="checkbox"/> Oxford Picture Dictionary Series	Beginner Intermediate General
<input type="checkbox"/> Rosetta Stone	
<input type="checkbox"/> Citizenship Materials	
<input type="checkbox"/> Laubach Way to Reading (LWR)	1 2 3 4
<input type="checkbox"/> Focus on Phonics	1 2 3 4
<input type="checkbox"/> Voyager Series	F 1 2 3
<input type="checkbox"/> Endeavor	3 4 5 6 7 8
<input type="checkbox"/> Low-Literacy books/readers	
<input type="checkbox"/> Newspapers	
<input type="checkbox"/> Assessment Tools _____	
<input type="checkbox"/> Breakthrough Math Level 1	1 2 3 4 5 6
<input type="checkbox"/> Breakthrough Math Level 2	1 2 3 4 5 6
<input type="checkbox"/> Flash cards	Simple Words Vocabulary Math Games
<input type="checkbox"/> Other	

LONG-TERM/SHORT-TERM GOALS If the learner achieved any of his/her self-set long/short-term goals, please indicate what was achieved.



LAKE COUNTY

Library System

www.lakeline.lib.fl.us

ADULT LITERACY PROGRAM
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REPORT MONTH/YEAR

TUTOR NAME

First

Last

LEARNER NAME

First

Last

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

Library Card	<input type="checkbox"/> Got a Library Card		
Housing	<input type="checkbox"/> Write note to landlord <input type="checkbox"/> Read lease	<input type="checkbox"/> Call for repair work <input type="checkbox"/> Read real estate listings	
Work	<input type="checkbox"/> Read job ads <input type="checkbox"/> Complete applications/forms <input type="checkbox"/> Find employment <input type="checkbox"/> Interview	<input type="checkbox"/> Read pay stub <input type="checkbox"/> Negotiate differences <input type="checkbox"/> Use tools/technology <input type="checkbox"/> Meet with Supervisor	<input type="checkbox"/> Read evaluations <input type="checkbox"/> Learn new skills <input type="checkbox"/> Work related vocabulary <input type="checkbox"/> Improve job situation, promotion, raise
Money	<input type="checkbox"/> Identify money, make change <input type="checkbox"/> Write checks/keep register <input type="checkbox"/> Read bank statement	<input type="checkbox"/> Budgeting <input type="checkbox"/> Read/pay bills <input type="checkbox"/> Apply for a credit card	<input type="checkbox"/> Fill out loan application <input type="checkbox"/> Use ATM <input type="checkbox"/> Simple math skills
General Skills	<input type="checkbox"/> Recognize letters, numbers <input type="checkbox"/> Recognize days, months, times <input type="checkbox"/> Telephone skills <input type="checkbox"/> Mail skills	<input type="checkbox"/> Write Personal information <input type="checkbox"/> Use dictionary <input type="checkbox"/> Write a simple letter/note <input type="checkbox"/> Computer skills	<input type="checkbox"/> Use English at home/work <input type="checkbox"/> Birthdays and holidays <input type="checkbox"/> Improved conversation skills <input type="checkbox"/> Improved grammar and vocabulary
Transportation	<input type="checkbox"/> Read road signs <input type="checkbox"/> Obtain a license <input type="checkbox"/> Purchase insurance	<input type="checkbox"/> Read vehicle information <input type="checkbox"/> Deal with traffic ticket	<input type="checkbox"/> Understands directions, maps, bus schedules
Family/Education	<input type="checkbox"/> Read books to children <input type="checkbox"/> Read bible <input type="checkbox"/> Read rules of games <input type="checkbox"/> Watch/understand movies/TV	<input type="checkbox"/> Participate in homework <input type="checkbox"/> Fill out school forms <input type="checkbox"/> Communicate with child's teacher (talk,write) <input type="checkbox"/> Participate in school activities	<input type="checkbox"/> Pursue personal education <input type="checkbox"/> Understand lectures, take notes
Health	<input type="checkbox"/> Communicate with medical professional <input type="checkbox"/> Read and follow medication information-	<input type="checkbox"/> Read health related materials	
Citizen Role	<input type="checkbox"/> Read newspaper <input type="checkbox"/> Get involved/voting <input type="checkbox"/> Become familiar with new customs/land	<input type="checkbox"/> Access community services <input type="checkbox"/> Report a crime <input type="checkbox"/> Read and understand legal rights	<input type="checkbox"/> Communicate with law enforcement <input type="checkbox"/> Identify citizenship requirements/process
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