



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:

- Challenger
- LITSTART
- News for You
- 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 _____
 - 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: _____

Reviewed
& Entered _____

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 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: _____

DIGITAL LITERACY

- Learned computer skills and/or used software
- Set up e-mail account and uses regularly
- Used the internet for information
- Used a smart phone
- Completed an online application

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
- Completed health literacy class

EDUCATION

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