

LAKE COUNTY LITERACY PROGRAM

MONTHLY LEARNER/TUTOR REPORT MONTH _____ YEAR _____

Tutor's name: _____ Learner's name: _____

Meeting location? _____

Are there any updates, such as new address, telephone number, changes to work or family? NO ___ YES ___ If yes, please explain. _____

RECORD OF HOURS

	Dates	Travel hours	Prep hours	Tutoring hours	Other hours	
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						
	Total					

If a goal is relevant please mark when it was set and when it was met. If a goal has been completed and is no longer of interest mark the goal complete column. If you are working on a goal that is not listed put it in the blank line.

My goals as I life long learner	Date goal set	Date goal met	Goal complete
*learn the alphabet, letters, and sounds			
*read a book, newspaper, or magazine			
*write a letter			
*learn to type/use computer keyboard			
*write, send, and receive email			
*search the internet			
*get a library card			
*check out or use library items regularly			
*pass part or all of the GED test			
*practice speaking English			
*write class assignments			
*pass college English class			
*Other goals in the life long learner role			

My goals as a family member	Date goal set	Date goal met	Goal complete
*write checks, pay bills			
*read health education information			
*read medicine labels			
*plan nutritious meals			
*share a book with family/children			
*help children with homework			
*take children to library storytime			
*interact with the school/ teachers			
*Read the Families Newsletter			
*Practice songs, rhymes, or fingerplays with family/children			
*Other goals in the family role			

My goals as a worker	Date goal set	Date goal met	Goal complete
*find a job: search want ads/on line			
*fill out a job application			
*write a resume			
*interview for a job			
*get a job or get a better job or promotion			
*perform current job tasks better			
*read a work related manual			
*obtain a license or certificate			
*Other goals in the worker role			

My goals as a community member/citizen	Date goal set	Date goal met	Goal complete
*access community services/resources			
*speak to others about the literacy program			
*get involved with a community issue			
*get a driver's license			
*prepare to vote (read easy voter guide, register)			
*vote			
*become a volunteer			
*pass the citizenship test			
Other goals in the community member role			

What materials are you using? _____

Are there any changes relating to your goals? Have you achieved any previously set goals? Have you set any new goals? _____

Are you having any challenges? Is there anything you need from us? If so, please describe _____

Using any of the following options, please send your report by the 15th of the following month.

1. **Drop it off** at the closest library branch and ask to have it sent to literacy.
2. **Request** the form to be emailed to you by calling us or emailing Susan at Susan.Perry@lakecountyca.gov
3. **Mail** it to **Lake County Adult Literacy, 1425 N. High St. Lakeport, Ca. 95433.**
4. **Fax** the form to **263-6796.**
5. **Call** us with the details at **263-7633**

THANK YOU!! Lake County Adult Literacy
1425 N. High St. Lakeport, Ca. 95453
263-7633
Ginny, Tina, and Susan