

## Student Progress Report

**TUTORS:** Complete and return to **Literacy Kansas City** after your last meeting each month.  
Please be sure to record your student's progress toward his or her personal goals on the second page.  
Return this form to **Literacy Kansas City**:

**MAIL:** 211 W. Armour Boulevard, Third Floor, Kansas City, MO 64111

**FAX:** (816) 444-6628

**E-MAIL:** Click the **SUBMIT** button located at the bottom of the second page OR  
Save and send to [volunteer@literacykc.org](mailto:volunteer@literacykc.org)

Tutor Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student Name: \_\_\_\_\_ Reporting Month/ Year: \_\_\_\_\_

Tutoring Location: \_\_\_\_\_ Book/ Lesson #: \_\_\_\_\_

**PART I: Lessons/ Hours**

(Please note in quarter-hour increments. Ex: .25 = 15 minutes)

|                 | Date/ Lesson/ Examples of Activities Completed                              | Prep Hours      | Travel Hours   | Employment Readiness Hours* | Total Tutoring Hours |
|-----------------|---|-----------------|----------------|-----------------------------|----------------------|
| <b>EXAMPLE:</b> | DATE: 12/1/10 Student was a no-show<br>DATE: 12/3/10 Skill Book 4/ Lesson 3 | .25<br>(15 min) | .5<br>(30 min) | .5<br>(30 min)              | .75<br>(45 min)      |
| <b>WEEK 1:</b>  |   |                 |                |                             |                      |
| <b>WEEK 2:</b>  |   |                 |                |                             |                      |
| <b>WEEK 3:</b>  |   |                 |                |                             |                      |
| <b>WEEK 4:</b>  |   |                 |                |                             |                      |
| <b>WEEK 5:</b>  |   |                 |                |                             |                      |
|                 | <b>Totals</b>   |                 |                |                             |                      |

\* Employment Readiness is time spent building skills that might be used on the job. Some examples include writing memos or résumés; filling out job applications; reading a schedule, table, or pay stub; reading about being on time or what to wear to an interview; reading out loud for a presentation.

**PART II: Questions/ Comments/ Concerns**

**Part III: Goals/ Achievements**

Please click on the appropriate box(es) to indicate your student's achievements this month.

| EMPLOYMENT GOALS<br>This month my student...   | Yes! | Stated this<br>as a goal | LIFE SKILLS GOALS<br>This month my student...                 | Yes! | Stated this<br>as a goal |
|--|------|--------------------------|---|------|--------------------------|
| entered employment.  |      |                          | obtained their driver's license.                              |      |                          |
| retained employment.   |      |                          | gained internet skills.                                       |      |                          |
| wrote a resume.  |      |                          | improved their typing.  |      |                          |
| obtained their GED.  |      |                          | improved their spelling.                                      |      |                          |
| entered the military.  |      |                          | improved English as a second<br>language.                     |      |                          |
| got a better job.  |      |                          | read mail.  |      |                          |
| got a promotion.   |      |                          | read the Bible.   |      |                          |
| started their own business.  |      |                          | read the newspaper.   |      |                          |
| <b>FAMILY GOALS</b><br>This month my student...  | Yes! | Stated this<br>as a goal | wrote a letter.   |      |                          |
| helped their child/<br>grandchild with school.   |      |                          | wrote checks and/ or paid bills.                              |      |                          |
| increased their involvement<br>in child/ grandchild's<br>education/ literacy activities. |      |                          | read a map or bus schedule.                                   |      |                          |
| purchased books or magazines.  |      |                          | read prescription or medical information.                     |      |                          |
| read to their children/ grandchildren.   |      |                          | <b>LITERACY KANSAS CITY GOALS</b><br>This month my student... | Yes! | Stated this<br>as a goal |
| <b>COMMUNITY GOALS</b><br>This month my student...                                       | Yes! | Stated this<br>as a goal | completed a skill book.                                       |      |                          |
| obtained a library card.   |      |                          | Other:  |      |                          |
| visited the library.   |      |                          | Other:  |      |                          |
| increased their involvement<br>in community activities.                                  |      |                          | Other:  |      |                          |
| achieved citizenship skills.   |      |                          |   |      |                          |
| voted or registered to vote.   |      |                          |   |      |                          |

When you have completed both pages, click **SUBMIT**.  
To start over, click **RESET**.

Questions? Comments? Concerns?  
Call (816) 333-9332 or  
e-mail [volunteer@literacykc.org](mailto:volunteer@literacykc.org)