

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

Tutor Name: _____ E-mail: _____

Student Name: _____ Reporting Month/ Year: _____

Tutoring Location: _____ Book/ Lesson #: _____

PART I: Lessons/ Hours

	Date/ Lesson/ Examples of Activities Completed	Prep Hours	Travel Miles*/ Hours	Employment Readiness Hours**	Homework Hours***	Tutoring Hours
EXAMPLE:	DATE: 1/3/11 Student was a no-show DATE: 1/5/11 Skill Book 4/ Lesson 3	.25 (15 min)	.5 (30 min)	.50 (30 min)	1.0 (60 min)	.75 (45 min)
WEEK 1:						
WEEK 2:						
WEEK 3:						
WEEK 4:						
WEEK 5:						
	Totals					

*Travel Miles are optional and for your records only.

** Employment Readiness is time spent building skills that might be used on the job. Ex: Writing memos or resumes, filling out job applications, reading out loud for a presentation, etc.

***Homework Hours are time the student spends doing homework each week.

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 This month my student...	Yes!	Stated this as a goal	LIFE SKILLS GOALS This month my student...	Yes!	Stated this 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 language.		
got a better job.			read mail.		
got a promotion.			read the Bible.		
started their own business.			read the newspaper.		
FAMILY GOALS This month my student...	Yes!	Stated this as a goal	wrote a letter.		
helped their child/ grandchild with school.			wrote checks and/ or paid bills.		
increased their involvement in child/ grandchild's education/ literacy activities.			read a map or bus schedule.		
purchased books or magazines.			read prescription or medical information.		
read to their children/ grandchildren.			LITERACY KANSAS CITY GOALS This month my student...	Yes!	Stated this as a goal
COMMUNITY GOALS This month my student...	Yes!	Stated this as a goal	completed a skill book.		
obtained a library card.			Other:		
visited the library.			Other:		
increased their involvement 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