

## Monthly Tutor/Learner Progress/Hours Report

**Tutor Name:** \_\_\_\_\_ **Learner Name(s):** \_\_\_\_\_

**Type of Tutoring:**

- In class: Instructor's Name \_\_\_\_\_
- One-on-one tutoring

**Location:**

**Date:**

Date of Lesson	Length of Weekly Tutor Preparation Time	Length of Weekly Lesson Time	Progress made & lessons completed
Date:			
Date:			
Date:			
Date:			
Date:			
	<b>Total Hours:</b>	<b>Total Hours:</b>	

\_\_\_\_\_ **Number** of cancelled lessons this month: Date(s) and reason(s)

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**Resources** used or completed this month:

**Books**

Book #

Lesson/Level #

Has your learner completed a book this month? If so you may ask staff for a **certificate of completion. Celebrate learner success** as often as possible.

**Outcomes:**

Please ask your learner this question: What can you do now that you could not do last month?

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**Need help?** Do you and/or your learner need to meet with staff to discuss progress, goals, learning materials? If so please contact the Coordinator at the centre you work with:

**SIMCOE - Sherry Black-Shrubb [sherry@hnliteracy.com](mailto:sherry@hnliteracy.com)**

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