

# English At Large Tutor Report Form

Tutor name: \_\_\_\_\_ Learner Name: \_\_\_\_\_

Month: \_\_\_\_\_ Year: \_\_\_\_\_ Place/Day/Time of most tutoring sessions : \_\_\_\_\_

Total hours of tutoring this month: \_\_\_\_\_ Hours spent in preparation: \_\_\_\_\_

## You must Explain Each Goal in the Space Provided Below.

### Goals Achieved THIS MONTH ONLY:

#### Family/Self: explain below

- Met a health/wellness goal
- Met a goal involving children's education
- Met a communication/pronunciation goal
- Met a reading/writing goal

#### Work/Education: explain below

- Met a work-based goal
- Entered training program
- Passed a standardized test (GED/TOEFL etc.)
- Met an educational goal

#### Self within Community: explain below

- Met a citizenship/residency goal
- Acquired library card, driver's license or other
- Participated in government (registered to vote, voted, etc.)
- Participated in community activity or volunteer work

#### Other goals achieved this month:

- \_\_\_\_\_
- \_\_\_\_\_

### New goals set:

#### Family/Self: explain below

- Meet a health/wellness goal
- Meet a goal involving children's education
- Meet a communication/pronunciation goal
- Meet a reading/writing goal

#### Work/Education: explain below

- Meet a work-based goal
- Enter training program
- Pass a standardized test (GED/TOEFL etc.)
- Meet an educational goal

#### Self within Community: explain below

- Meet a citizenship/residency goal
- Acquire library card, driver's license or other
- Participate in government (registered to vote, voted etc.)
- Participate in community activity or volunteer work

#### Other new goals set:

- \_\_\_\_\_
- \_\_\_\_\_

**Explanation of Goals Achieved this Month:** use back of page for further descriptions of goals achieved.

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**Learner life changes:** (For example new address, new phone number, new job, job promotion, divorce, illness, extended travel.):

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**Materials and activities used this month:** Please include **all** materials/activities used. For a structured series, list title, level, and lesson(s). Example: "Lifeprints, 2, lessons 2-3, utility bills, notes from child's teacher, Boston Globe classifieds." Use the back if needed.

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**Please submit reports by the 7<sup>th</sup> of each month.**

Mail to: English At Large, Attn: Carolyn · 400 High Street · Medford, MA 02155. Email: [volunteer@englishatlarge.org](mailto:volunteer@englishatlarge.org).  
Submit through Web site: [www.englishatlarge.org](http://www.englishatlarge.org). Phone: 781-395-2374. Fax: 781-395-3281.

**FOR OFFICE USE ONLY:**     Access \_\_\_\_\_     SMARTT \_\_\_\_\_     Counselor \_\_\_\_\_

