

Quarterly Report

PLEASE COMPLETE ALL PAGES AND RETURN TO THE OFFICE.
THANK YOU!

Reporting Period
10/01/09 – 12/31/09

Report Due
01/29/10

Tutor Name _____ **Email** _____

I have tutored in the past 6 months. (Please complete the remaining pages.)

I am matched with a student but we have not met this quarter.
Please explain: _____

I'm ready to be matched with a new or an additional student.
Please contact me. I am available:

Locations _____

Days & Times _____

I wish for my student to be considered for "Student of the Year."

I do not wish to continue with Literacy Nassau because:

Additional Comments

Signature _____ **Date** _____

For office use only: ASISTS _____ Retest: _____ Recertification _____

Time Record

10/01/09 – 12/31/09

PLEASE COMPLETE ONE FORM PER STUDENT.
IT IS IMPORTANT TO COMPLETE BOTH SIDES OF THIS FORM.

1. Student Name _____

2. Tutor Name _____

3. Please check one _____BL _____ESOL

4. Instructional Hours with Student Oct _____ Nov _____ Dec _____

5. Preparation Time Oct _____ Nov _____ Dec _____
(include phone calls and lesson planning)

6. Travel Time Oct _____ Nov _____ Dec _____

Learner Achievements

7. What accomplishment this quarter is your student most proud of?

8. State Mandated Goal

- Improve basic literacy skills
- Improve English literacy skills

9. Primary Goal(s)

- | | | | |
|--|----------------------------------|-----|----|
| <input type="checkbox"/> Obtain a job | Likely to happen before 6/20/10? | Yes | No |
| <input type="checkbox"/> Retain a job | Likely to happen before 6/20/10? | Yes | No |
| <input type="checkbox"/> Improve current job | Likely to happen before 6/20/10? | Yes | No |
| <input type="checkbox"/> Earn GED certificate | Likely to happen before 6/20/10? | Yes | No |
| <input type="checkbox"/> Earn a secondary school diploma | Likely to happen before 6/20/10? | Yes | No |
| <input type="checkbox"/> Enter post-secondary education | Likely to happen before 6/20/10? | Yes | No |
| <input type="checkbox"/> Enter training | Likely to happen before 6/20/10? | Yes | No |

10. Secondary Goals

- Obtain citizenship skills
- Removed from public assistance
- Get involved in community activities
- Get involved in children's education
- Get involved in children's literacy activities
- Registered to vote or voted for the first time

**PLEASE
COMPLETE
REVERSE SIDE
→→→→**

Accomplishments

PLEASE CIRCLE ALL ITEMS YOUR STUDENT ACCOMPLISHED THIS QUARTER.

1. Read to children regularly/increased literacy practices in the home
2. Communicated with teachers/school staff
3. Attended parent/teacher conferences/school-related meetings
4. Developed personal and/or family budget
5. Used recipes
6. Read a medication bottle
7. Described symptoms of an illness
8. Wrote to family/friends
9. Understood directions for use of household appliances
10. Read product label directions and safety warnings
11. Compared price or quality to determine the best buys for goods and services
12. Other Family & Home

37. Received a driver's license
38. Understood medical and dental forms
39. Improved current job status
40. Had reduction in receipt of public assistance
41. Increased involvement in civic/community activities
42. Retained current job
43. Understood individual's legal rights and responsibilities and procedures for obtaining legal advice
44. Used library and/or other information services
45. Obtained license or certification
46. Earned a secondary school diploma or achieved a GED certificate
47. Entered other training/educational program
48. Understood help wanted ads

13. Read and understood signs
14. Identified or used different types of transportation in the community
15. Used postal services
16. Applied for public assistance
17. Applied for unemployment
18. Used the telephone and/or telephone book
19. Opened checking/savings account
20. Completed loan/credit application
21. Wrote checks
22. Filled out insurance forms
23. Understand contracts (e.g. Lease)
24. Located and/or used community agencies or services

49. Identified learning strengths and used to acquire new information or set up accommodations
50. Demonstrated basic computer skills & use of common software programs
51. Registered children for school according to guidelines
52. Read or wrote poems, journal, books, stories, novels
53. Conversed with family and friends in English
54. Filled out job application/has language to interview for job
55. Counted and used coins and currency
56. Volunteered in child's school
57. Helped children with homework
58. Improved English literacy skills (speaking, reading, writing)
59. Wrote from dictation
60. Arrived at appointments consistently and on time

25. Registered to vote/voted in primary or general election
26. Participated in civic organization
27. Applied for/received U.S. citizenship/legal immigrant status
28. Other Community
29. Obtained a job
30. Interacted one-to-one competently and/or participated as a member of a team
31. Planned nutritious meals for a day
32. Read and understood manuals
33. Ordered from restaurant and fast food menus
34. Implemented an exercise routine
35. Demonstrated improved conversational skills in social/work settings
36. Read and understood work-related information

61. Answered questions about U.S. history/government
62. Completed work forms
63. Communicated with peers, supervisors, and/or customers
64. Selected appropriate housing
65. Used appropriate health care facilities and services
66. Identified practices that promote mental well-being
67. Participated in neighborhood watch activities
68. Read for religious activities
69. Interpreted and paid bills
70. Completed U.S. citizenship class
71. Improved basic literacy skills
72. Interpreted maps/transportation schedules or asked for directions