

Adult Tutoring Program Quarterly Log Reference Sheet

Kalamazoo Literacy Council tutors are required to submit **Adult Tutoring Program Quarterly Logs** to track student progress. This is an important part of measuring the great work our tutors are doing. This Reference Sheet explains some of the items on the log. Thank you in advance for completing your ATP Quarterly Log on time! If you have any questions, please call the KLC office at (269) 382-0490 Ext. 222.

Date: These fields should include the month tutoring sessions took place during the last quarter.

Tutoring Hours: Record hours of actual instruction that took place each month.

Preparation Time: Record any time that was used to prepare for each session.

GOALS SECTION

The KLC is tracking progress toward goals for each of the students it serves. It is important that you check **all** of the boxes that apply to your student for the quarter. Some of the boxes may be checked every quarter while some apply only to specific events (refer to the **Goals Sheet** for definitions of each goal).

These goals are based on your observation of your student's progress. It may be helpful to ask your student if some of these goals were achieved.

Any goal that was achieved that does not fit into the first four goal areas should be recorded in the "Other."

Remember, it is better to record "other" information than to leave it out. Progress of any kind helps make the case for our work!

kalamazooliteracycouncil Adult Tutoring Program Quarterly Log

Return Quarterly Log by **January 6, 2014**. Please meet with your student up to two hours a week.

Tutor:	Phone (H):	Phone (W):
Student:	Phone (H):	Phone (W):
Tutor's Email:	Tutoring Site:	
New Address/Phone # for Tutor or Student:		

Date (2013)	Tutoring Hours*	Preparation Time*	Special Meetings*	Travel Time*
October				
November				
December				

*Round hours to the nearest quarter hour (1.00, 1.25, 1.50, 1.75)

Please Check: Laubach Way to Reading OR Challenger
 Please Write: Book #: _____ Lesson Number: _____
 Please check if using: Focus on Phonics English Workbook
 Other Materials Used: _____
 Please Check: Tutoring Continuing Tutoring Temporarily Discontinued
 Tutoring Terminated (Write Reason): _____

Please check everything that applies to your student for the quarter and provide additional information if necessary:

Literacy Goals Accomplished:	Life Skill Goals Accomplished:	Material Requests
<input type="checkbox"/> Advanced level(s) in curriculum series	<input type="checkbox"/> Obtained driver's license	
<input type="checkbox"/> Entered other education and/or training	<input type="checkbox"/> Obtained citizenship	
<input type="checkbox"/> Earned a GED or HS completion	<input type="checkbox"/> Increased involvement in community activities	
<input type="checkbox"/> Improved score on standardized test	<input type="checkbox"/> Registered to vote/voted for the first time	
Work Goals Accomplished:	<input type="checkbox"/> Attained consumer skills	
<input type="checkbox"/> Obtained new job Date: _____	<input type="checkbox"/> Attained wellness and healthy lifestyles	
<input type="checkbox"/> Improved current job Date: _____	Other Goal(s) Accomplished:	
<input type="checkbox"/> Improved employability skills	<input type="checkbox"/> Other Personal goal(s) (describe)	
Family Goals Accomplished:		
<input type="checkbox"/> Increased involvement in children's educational activities		
Concerns, questions, or comments	Success stories welcome!	

SEND TO: Kalamazoo Literacy Council, 420 E. Alcott Street, Kalamazoo, MI 49001 or email to mevans@goodwillswmi.org
 Phone: (269) 382-0490 Ext. 222 Fax: (269) 382-6836 Website: www.kalamazooliteracy.org
 Quarterly Log for Tutors Revised 11/19/2013

CONTENT SECTION: This section records the materials and lessons used during your tutoring sessions. Please be specific in writing book number (Laubach 4) and Lesson (Lesson 6). This helps to measure the academic progress of your student from quarter to quarter. The Materials Used should include any other magazines, websites or other sources used during your sessions. Finally, be sure to check the status of your student — Continuing, Temporarily Discontinued, Terminated.

FEEDBACK: The KLC is interested in knowing more about the concerns, questions and materials requests you have for your student. Please record your feedback here. Of course, you may call the administrative office if you have more immediate issues that need to be

MATERIALS: Record any specific books or materials you would like for your student.