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!

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 addressed.

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