**Please complete and return by the first Friday of the following month** (unless otherwise noted). This form provides documentation used to monitor student progress and maintain grants. Please include all scheduled dates whether you met or not. Give a reason if you did not met.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tutor** |  | | |  | | **Student** | | |
| **Month Reporting** | |  | **Scheduled Days & Times** | |  | | **Location** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wk** | **Tutoring Day & Date** | **Prep Time** | **Tutor Time** | **Summary of Lesson\*** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **TOTALS**  **(Times given in decimals not hours/minutes)** | |  |  | \***Summary of Lesson** -should include a brief summary of the material and skills covered, as well as pertinent comments about progress & extenuating factors impacting learning. |

**TUTOR NOTES:**