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Send More Purple Sheets

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MONTHLY GROUP REPORT
(aka: Purple Sheet)

Please complete both sides and mail, e-mail, fax, drop off at the office, or put in box at the Henderson County Library at the reference desk by the 4th of each month.

Month/Year _____

Tutor _____ Class Site _____

Class Days: _____ Class Times: _____ to _____

STUDENTS' NAMES	DATES OF CLASS										TOTAL HOURS PER STUDENT
	Check (✓) boxes below when student is present.										
1											
2											
3											
4											
5											
6											
7											
LENGTH OF EACH CLASS (HOURS)											

Tutor's Hours this Month: Tutoring: _____ Prep: _____ Travel: _____
Training (tutor network, workshops, consult with staff, etc.): _____
Volunteer (office work, special events, etc.): _____

Check with all students each month and note any changes below. If needed, use a separate sheet.

Student: _____

Address: _____

Phone: Home _____ **Cell** _____

Employer: _____

LANGUAGE AND LIFE SKILLS MATERIALS COVERED THIS MONTH

class 1	
class 2	
class 3	
class 4	
class 5	
class 6	
class 7	
class 8	
class 9	
class 10	

I reviewed Individual Learning Plans (ILPs) with my students this month: yes / no

GROUP AND INDIVIDUAL SUCCESSES/ACHIEVEMENTS:

GROUP AND INDIVIDUAL PROBLEMS/LEARNING DIFFICULTIES:

COMMENTS: