MONTHLY PAIR TUTORING REPORT

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

FOR MONTH/YEAR: January 2018
STUDENT: Mary Smith  TUTOR: Jane White

TUTORING: Record tutor prep and travel (round trip time, not mileage) and tutor/student face-to-face class time.
(Please round to the nearest ¼-hour and do not use military time.)

<table>
<thead>
<tr>
<th>DATES</th>
<th>PREP</th>
<th>TRAVEL</th>
<th>TUTORING</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3</td>
<td>.5</td>
<td>.25</td>
<td>1.5</td>
<td>Chapter 3 Endeavor 4</td>
</tr>
<tr>
<td>1/5</td>
<td>.5</td>
<td>.25</td>
<td>1.5</td>
<td>same</td>
</tr>
<tr>
<td>1/11</td>
<td>0</td>
<td></td>
<td></td>
<td>Snow day - no class</td>
</tr>
<tr>
<td>1/17</td>
<td>.5</td>
<td>.25</td>
<td>1.5</td>
<td>Discussion of news article</td>
</tr>
<tr>
<td>1/23</td>
<td>.5</td>
<td>.25</td>
<td>1.5</td>
<td>Chapter 3 Endeavor 4</td>
</tr>
</tbody>
</table>

TOTALS: 2 1 6

TUTOR – OTHER HOURS THIS MONTH* (consult with staff, office work, special events): ____________________________

Do not include hours for Tutor Training, In-Service Trainings or Tutor Networks, which are recorded separately.

See Reverse

Blue Ridge Literacy Council, Inc.
P.O. Box 1728, Hendersonville, NC 28793
(828) 696-3811
website: www.litcouncil.org
e-mail: ABE-Amber: ahollinger@litcouncil.org
      ESL- Jan: jlanier@litcouncil.org

Docs/Forms and Print Masters/Monthly Reports/Pairs-Yellow Sheets/Yellow Sheet rev 3-8-17
ADDITIONAL COMMENTS: Challenges, Victories, General Observations/Documentation of Distance Learning.

Student is challenged by some vocabulary in curriculum book but enjoys discussion of her work and current events.

PLEASE CALL YOUR COORDINATOR (696-3811) IF YOU HAVE ISSUES, QUESTIONS, OR NEED ADDITIONAL MATERIALS.

CHANGES IN STUDENT OR TUTOR DATA

Complete this section only if there are changes to the information indicated.

New Tutoring Site/Days/Times: ____________________________________________

Student
Mailing Address: _______________________________________________________
Home Phone: ___________________________ Cell Phone: ______________________
Email: _______________________________ Other: ___________________________

Tutor
Mailing Address: _______________________________________________________
Home Phone: ___________________________ Cell Phone: ______________________
Email: _______________________________ Other: ___________________________