

LITERACY VOLUNTEERS of Doña Ana County
MONTHLY ATTENDANCE AND PROGRESS REPORT (For Individuals and Groups)
Return by the 4th of Each Month ONE Attendance Sheet per Month

Please Print Legibly

TUTOR (First/Last Name)						Check all that apply: Basic ___ GED ___ Pre-HSE ___ Citizenship ___ Skills ___ ESL ___ Unique ___							
Month/Year:			Check Box		Tutoring Site:								
LEARNER (to include Aliases) (First/Last Name):			Single	*Group	Date M/D	Contact Hours	Date M/D	Contact Hours	Date M/D	Contact Hours	Date M/D	Contact Hours	Total Contact Hours
	<i>John</i>	<i>Smith</i>	X		5-Feb	1.5	7-Feb	1.5	9-Feb	1.5	12-Feb	1.5	6
	<i>John</i>	<i>Smith</i>		X	5-Feb	1.5	7-Feb	2	9-Feb	1	12-Feb	1	5.5
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
Total Contact Hours													

Please post horizontally with **ONLY ONE** total per Learner.
 *For Group, count EACH session ONLY once: 5 Learners taught same day/time for 2 hours is only 2 hours Tutor contact time.

Tutor Service Summary: Total Contact Hours: _____ + Total Prep. Hours: _____ = *Total Tutoring Hours: _____
 (include your prep hours, any time you take in advance to prepare lessons for your Learner(s). This is important for annual reports).
 Do you need assistance? If yes, how should we contact you? _____

Comments by Tutor:

Comments by Learner:

If Learner has left the program, check why he/she left: ___ Unknown ___ Met Goals ___ Other: _____
*****If you need more space, please use the other side of this form or send an email to lv-dac@dacc.nmsu.edu***** Revised: December 2018