

Literacy Volunteers of Greater Waterbury Hours and Progress Report

Please complete and return by the 5th of each month to Hilda Reyes, LVGW, 267 Grand Street, Waterbury, CT 06702; fax 203 574-8055. Questions? Call 203 754-1164.

Month and Year: _____ / _____

Tutor's First & Last Name: _____ Class Day, Time, and Location: _____

Tutoring Hours for this Month: _____ Prep Hours: _____ Travel Hours: _____

Tutor Continuing Education (specify event & hours): _____

Other: book giveaways, gift wrapping, LV events, etc.: _____

	Student's First Name	Student's Last Name	Total Hours for this Month	If student had less than 4 hours, please explain here
Student #1				
Student #2				
Student #3				
Student #4				
Student #5				

Work Status & Progress: - please specify **Status** for each student on the **Chart**, and then report on **Work-Related Progress** below.

NOTE: The current minimum wage for CT is \$10.10, eff. 1-1-17.

	Unemployed – Not Seeking: Homemaker, Disabled, Retired, etc.	Unemployed - Seeking	Employed Part Time: up to 29 hours and less than minimum wage	Employed Part Time: up to 29 hours and at or above minimum wage	Employed Full Time: 30+ hours and less than minimum wage	Employed Full Time: 30+ hours and at or above minimum wage
Student #1						
Student #2						
Student #3						
Student #4						
Student #5						

Work-Related Progress (See *Reporting Tips* at end of report) :

Student #1 _____

Student #2 _____

Student #3 _____

Student #4 _____

Student #5 _____

Additional Comments, Concerns, Changes to a student's status, and/or new Contact Information for you or your student(s).

STOP HERE when reporting hours for **July, August, October, November, January, February, April, and May.**

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CONTINUE to the next page for the **QUARTERLY REPORT** that must be completed with **September, December, March, and June** reports.

QUARTERLY PROGRESS REPORT

Please **CONTINUE** and **COMPLETE** these **TWO SECTIONS** after you report hours for the months of **September, December, March and June**, or if a student has exited your class during the month. Tell us what you have been teaching and the progress made by your students during the past three months. (See **Reporting Tips** at end of report).

Student Goals/Skills: What specific goals and skills have you been working on this quarter with your students? Please list here:

Student #1 _____

Student #2 _____

Student #3 _____

Student #4 _____

Student #5 _____

Student Progress on Goals/Skills listed above:

Please report on the progress that has been made by your students during this quarter:

Student #1 _____

Student #2 _____

Student #3 _____

Student #4 _____

Student #5 _____

Answer Monthly and Quarterly

Work-Related Progress:

- **Maria** had two job interviews at ABC and DEF Company.
- **John** obtained a new full time job as a machinist at 123 Company making \$18/hour.
- **Rita's** supervisor made a positive comment about her improved communication skills with customers.

Answer both sections Quarterly (or when a student leaves your class)

Student Goals/Skills:

- **Maria** is working on vocabulary and common questions/responses for communicating in the produce section of the grocery store; lessons integrate listening, speaking, reading, and writing skills.
- **John** is reading *Road to Somewhere* by Tana Reiff. Working on automatic recognition and spelling of new sight words in the story and writing short responses to literal comprehension questions.
- **Rita** is working on dialogues (both oral and written) to communicate with customers at the grocery store where she works. New vocabulary and grammar are being introduced for this purpose.

Student Progress on Goals/Skills listed above:

- **Maria** is able to read signs and ask where items are in the produce section of the grocery store. Still working to master writing these words.
- **John** read the first 3 chapters and now has the words *somewhere, with, exam, and should* as sight words for reading; still working on the spelling of these. He answers literal comprehension questions about the story orally, but struggles to write the answers. I write down what he says and he copies the sentences into his notebook to practice.
- **Rita** has had inconsistent attendance because of overtime at work due to the holidays. Progress has been slow, but she displays improved confidence in her oral skills.