

# LitSource MONTHLY TUTOR REPORT

Tutor: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting Day: \_\_\_\_\_  
Time: \_\_\_\_\_  
Place: \_\_\_\_\_

Learner: \_\_\_\_\_

**Most Important Goal:**

#1

- Date set \_\_\_\_\_
- Making progress \_\_\_\_\_
- Date met \_\_\_\_\_

**S.M.A.R.T.** [Specific, Measurable, Achievable, Relevant, Time constrained] **Goals for Month set to develop skills necessary for Learner to accomplish their "Most Important Goals.**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Most Important Goal:**

#2

- Date set \_\_\_\_\_
- Making progress \_\_\_\_\_
- Date met \_\_\_\_\_

**S.M.A.R.T.** [Specific, Measurable, Achievable, Relevant, Time constrained] **Goals for Month set to develop skills necessary for Learner to accomplish their "Most Important Goals.**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Notes & Comments re match and/or progress:**

- Meeting every week for minimum 2 hours
- Meeting regularly
- Meeting off & on
- No recent contact
- Learner leaving
- Tutor leaving

**HOURS FOR MONTH:**

- Instruction \_\_\_\_\_ hours
- Preparation \_\_\_\_\_ hours
- Travel \_\_\_\_\_ hours
- Other \_\_\_\_\_ hours

**PLEASE ATTACH LESSON PLANS AND SEND TO:**

❖ Interoffice courier:  
Route to LitSource  
from your local branch

❖ E-Mail: [swyeth@ppld.org](mailto:swyeth@ppld.org)

❖ Questions:  
❖ Sherrill Wyeth  
❖ 531-6333 x 2223

