

# MONTHLY HOURS & PROGRESS REPORT

GOALS ARE NOT CUMULATIVE. FILL OUT A NEW SHEET EACH MONTH. PLEASE ONLY SELECT GOALS THAT THE STUDENT COMPLETED DURING THEIR ENROLLMENT WITH LITERACY SERVICES.

TUTOR NAME: \_\_\_\_\_  
STUDENT NAME: \_\_\_\_\_  
MONTH/YEAR: \_\_\_\_\_

TOTAL HOURS TUTORED:

TOTAL PREP HOURS:

## A. COMPLETED A SKILL BOOK

LAUBACH (1) (2) (3) (4)

CHALLENGER (1) (2) (3) (4)  
(5) (6) (7) (8)

OTHER: \_\_\_\_\_

## B. MASTERED A CONVERSATION LEVEL

(1) Single statements or questions. Speaks mostly in memorized chunks. Can complete sentences with help from tutor.

(2) Phrases or short sentences. Speaks using general content words or expressions. Emerging expression of ideas. Can complete more complex phrases with help from tutor.

(3) A combination of simple and more complex sentences. Has a wider use of specific vocabulary. Expanded expression of an idea across multiple content areas.

(4) Uses a variety of sentence lengths. Includes specific details and vocabulary. Organized, coherent, and cohesive expression of ideas across multiple content areas.

## C. JOB GOALS

- \_\_ Has done a job search
- \_\_ Can prepare a resume/job application
- \_\_ Can interview for a job
- \_\_ Went on an interview
- \_\_ Obtained license/permit/test required for work
- \_\_ Obtained a new job
- \_\_ Obtained a better job
- \_\_ Retained job at least 90 days since started w/ LSIRC
- \_\_ Can now understand/read specific job vocabulary
- \_\_ Obtained promotion
- \_\_ Obtained pay raise
- \_\_ Started own business

## D. EDUCATION

- \_\_ Obtained GED/High School Diploma
- \_\_ Taking an Adult Ed or vocational class (specify in notes)
- \_\_ Taking a college class (not including ESL or GED)
- \_\_ Obtained college degree



LITERACY  
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of INDIAN RIVER COUNTY

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## E. COMMUNITY/CIVICS

- Registered to vote
- Voted for the 1st time
- Became a citizen
- Obtained driver's license
- First time homeowner
- Volunteer in community
- Obtained library card/checked out a book
- Green card/permanent residency

## G. ENGAGE WITH CHILD/GRANDCHILD

- Read to child/grandchild
- Helped with child's schoolwork or monitor progress
- Talked with child about post high school education
- Attend/participate/volunteer in school events
- Conversed with teacher or school representative
- Replied to school communications
- Completed req'd paperwork for child's school
- Used FOCUS portal from School District

## F. SOFT SKILLS

- Learned to use computer
- Wrote and read emails/text from a cell phone
- Wrote memo/letter
- Read a book for the first time
- Read newspaper/magazine
- Read recipe and cooked from it
- Ordered from a menu in a restaurant
- Correctly read medicine labels or doctor's orders
- Communicated concerns to a doctor
- Write a check/balance checkbook
- Opened a bank account
- Understands credit/debit cards, lease, or loans
- Comprehends bills
- Learned to use a map

## H. READING SKILLS

- Learned letters and sounds of alphabet
- Improved reading fluency

**REPORTS CAN BE EMAILED TO:  
REPORTS@LITERACYSERVICESIRC.ORG  
OR MAILED TO:  
1600 21ST ST VERO BEACH, FL 32960**

WHAT CAN YOUR STUDENT DO THIS MONTH THAT S/HE COULD NOT DO IN THE PREVIOUS MONTH? SPECIFY ANY OTHER GOAL(S) THE STUDENT ACHIEVED, NOT LISTED OR ANY COMMENTS YOU WISH TO MAKE.

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