**MONTHLY TUTORING & ATTENDANCE CALENDAR**

Literacy Green Bay, 424 S. Monroe Avenue, Green Bay WI 54301

Telephone: 435-2474 Fax: 435-2203

TUTOR NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_LEARNER NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MONTH YEAR

Do you or your student have a new phone number, email address or home address?

If yes, please provide: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are working on:

*Book Title/Lesson #*  *Book Title/Lesson #*

Comments/questions on student/sessions:

**\*\*GOALS COMPLETED\*\***

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| --- | --- | --- | --- |
|  |  | Completed a Curriculum Textbook | (title) |
|  |  | Completed a Curriculum Textbook | (title) |
|  |  | My student has benefited from tutoring, acquired a new skill, or improved their lives as a result of instruction.  Please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
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| **SUNDAY** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** |
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1) Indicate date tutoring in upper left corner of the box and enter total tutoring time in that box

Indicate total hours spent in:

TUTORING

PREPARATION

2) Enter total preparation time in box of date lesson prepared

3) If scheduled lesson is canceled, give reason in box of date canceled

4) If tutoring is temporarily on hold, indicate length of suspension, reason and date tutoring will resume

5) IF YOU HAVE TERMINATED YOUR MATCH, PLEASE NOTIFY THE OFFICE