STUDENT’S NAME Click or tap here to enter text. TUTOR’S NAME Click or tap here to enter text.

QUARTER ENDING 9/30 12/31 3/31 6/30

BOOK / LEVEL Click or tap here to enter text.

Set 2-3 short term goals with your student for the next 3 months.   
At the end of this quarter, document the accomplishments of your student.   
All goals should be **Specific, Measurable, Achievable, Relevant/realistic, and Timely.**

|  |  |  |  |
| --- | --- | --- | --- |
| **SKILLS AREAS** | Start  Date | Report  Date | **ACCOMPLISHMENTS\*** |
| **Listening Comprehension**  *Progress during quarter (Circle one)* | Date | Date | Click or tap here to enter text.  *Choose an item.* |
| **Oral Communication**  *Progress during quarter (Circle one)* | Date | Date | Click or tap here to enter text.  *Choose an item.* |
| **Reading Comprehension**  *Progress during quarter (Circle one)* | Date | Date | Click or tap here to enter text.  *Choose an item.* |
| **Personal Goals and/or**  **Real Life Skills\*\* (see back)**  *Progress during quarter (Circle one)* | Date | Date | Click or tap here to enter text.  *Choose an item.* |

*\*Accomplishments can be shown by test scores, demonstrations, % accuracy,*

*# of words learned, anecdotes, etc.*

**Ask your student:**

Have we met our goals for this quarter? Yes No Partially

Please attach writing sample. Is it for publication? Yes No

**Anecdotal comments:**

Click or tap here to enter text.

**Goals for Real Life Skills**

Does your student know how to:

Complete a personal background form

Write a check/money order

Address an envelope

Write a 3-4 sentence note to child’s teacher/boss/landlord/friend/etc.

Read/understand various date formats on a calendar

Read grocery, clothing, prescription and other labels

Read ads, signs and notices

Use a phone book

Read train/bus schedule

*Revised 10/2019 hll*