STUDENT’S NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TUTOR’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

BOOK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_LEVEL\_\_\_\_\_\_\_\_\_\_\_

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)* |  |  | *1(low) 2 3(average) 4 5(high)* |
| **Oral Communication**  *Progress during quarter (Circle one)* |  |  | *1(low) 2 3(average) 4 5(high)* |
| **Reading Comprehension**  *Progress during quarter (Circle one)* |  |  | *1(low) 2 3(average) 4 5(high)* |
| **Personal Goals and/or**  **Real Life Skills\*\* (see back)**  *Progress during quarter (Circle one)* |  |  | *1(low) 2 3(average) 4 5(high)* |

*\*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:** *(write on back if necessary)*

*Revised 10/2019 hll*

**Goals for Real Life Skills**

Does your student know how to:

1. Complete a personal background form
2. Write a check/money order
3. Address an envelope
4. Write a 3-4 sentence note to child’s teacher/boss/landlord/friend/etc.
5. Read/understand various date formats on a calendar
6. Read grocery, clothing, prescription and other labels
7. Read ads, signs and notices
8. Use a phone book
9. Read train/bus schedule