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** | StartDate  | ReportDate  | **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*