

CHILD MONTHLY TUTORING AND ATTENDANCE CALENDAR

Winnebago County Literacy Council

Tutor Name: _____

Child Name: _____

Month/Year: _____

Total Hours Spent in Tutoring: _____

Preparation: _____

Travel: _____

Skill sets that we are working on : _____

I have noticed progress in the following areas: _____

Comments on sessions: _____

Child/Family Literacy Outcomes: Parents are encouraged to participate in their child’s education by promoting literacy opportunities within the home so they can be empowered to be their child’s first teacher. Parents are encouraged to increase the amount of time spent with their child(ren) on learning activities by:

1. Engaging in reading/ learning activities for 20 minutes a day.
(Child Tutors submit parent’s monthly reading logs with this monthly calendar)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

- 1) Fill in calendar days for current month of tutoring.
- 2) On the date that the tutoring took place enter total tutoring time.
- 3) On the date the lesson was prepared, enter total preparation time in box, if date is the same as in #2, label time spent accordingly.
- 4) If scheduled lesson is canceled, give reason for the cancellation in that box.
- 5) If tutoring is temporarily on hold, indicate length of suspension, reason, and date tutoring will resume.
- 6) If you have terminated your tutoring or have questions, please call the office immediately at 236-5219 ext. 4802.