

**BASIC INFORMATION**

**DATE:** \_\_\_\_\_

|  |   |
|--|---|
| Student name: _____ Tutor name: _____<br>Address/phone # change? Yes ___ No ___<br>If yes: _____<br><br>Weekly tutoring schedule (day and time): _____ | Address/phone # change? Yes ___ No ___<br>If yes: _____ |
|--|---|

ABE:

ESL:

LD:

**LITERACY GOALS ACCOMPLISHED**

**NEW LITERACY GOALS**

**Long-term goal(s):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Short-term goal(s) :**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Long-term goal(s):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Short-term goal(s):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CURRICULUM MATERIALS**

**PERSONAL INVENTORY**

Core book series used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other materials used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How well do you feel you can perform the following in English:**

|                          | Poor  | Average   | Good  | Very good                |
|--------------------------|---|---|---|--------------------------|
| Read                     | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| Write                    | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| Spell                    | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| Speak/communicate        | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| Listen for understanding | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| Use correct grammar      | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| Compute math             | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| Study                    | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |

Goal Progress Report, and indicate any new goals you have.

| <u>Done</u>              | <u>Education</u>         | <u>New</u>               |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | Get GED                  | <input type="checkbox"/> |
| <input type="checkbox"/> | Attend technical college | <input type="checkbox"/> |
| <input type="checkbox"/> | University               | <input type="checkbox"/> |
| <input type="checkbox"/> | Specialty school         | <input type="checkbox"/> |
| <input type="checkbox"/> | Improve study habits     | <input type="checkbox"/> |
| <input type="checkbox"/> | Other:                   | <input type="checkbox"/> |
| <input type="checkbox"/> |                          | <input type="checkbox"/> |

| <u>Done</u>              | <u>Reading</u>   | <u>New</u>               |
|--------------------------|------------------|--------------------------|
| <input type="checkbox"/> | Read a book      | <input type="checkbox"/> |
| <input type="checkbox"/> | Read newspaper   | <input type="checkbox"/> |
| <input type="checkbox"/> | Read magazine    | <input type="checkbox"/> |
| <input type="checkbox"/> | Read schedules   | <input type="checkbox"/> |
| <input type="checkbox"/> | Use phone book   | <input type="checkbox"/> |
| <input type="checkbox"/> | Use a dictionary | <input type="checkbox"/> |
| <input type="checkbox"/> | Read maps        | <input type="checkbox"/> |
| <input type="checkbox"/> | Read road signs  | <input type="checkbox"/> |
| <input type="checkbox"/> | Read a cookbook  | <input type="checkbox"/> |
| <input type="checkbox"/> | Read menus       | <input type="checkbox"/> |
| <input type="checkbox"/> | Read bills       | <input type="checkbox"/> |
| <input type="checkbox"/> | Read labels      | <input type="checkbox"/> |
| <input type="checkbox"/> | Other:           | <input type="checkbox"/> |
| <input type="checkbox"/> |                  | <input type="checkbox"/> |

| <u>Done</u>              | <u>Writing</u>      | <u>New</u>               |
|--------------------------|---------------------|--------------------------|
| <input type="checkbox"/> | Address an envelope | <input type="checkbox"/> |
| <input type="checkbox"/> | Fill out forms      | <input type="checkbox"/> |
| <input type="checkbox"/> | Fill out job app.   | <input type="checkbox"/> |
| <input type="checkbox"/> | Write letters       | <input type="checkbox"/> |
| <input type="checkbox"/> | Write checks        | <input type="checkbox"/> |
| <input type="checkbox"/> | Improve spelling    | <input type="checkbox"/> |
| <input type="checkbox"/> | Take messages       | <input type="checkbox"/> |
| <input type="checkbox"/> | Write a poem        | <input type="checkbox"/> |
| <input type="checkbox"/> | Write a story       | <input type="checkbox"/> |
| <input type="checkbox"/> | Other:              | <input type="checkbox"/> |
| <input type="checkbox"/> |                     | <input type="checkbox"/> |

| <u>Done</u>              | <u>Speaking</u>                      | <u>New</u>               |
|--------------------------|--------------------------------------|--------------------------|
| <input type="checkbox"/> | Speak with landlord more effectively | <input type="checkbox"/> |
| <input type="checkbox"/> | Order at a restaurant                | <input type="checkbox"/> |
| <input type="checkbox"/> | Speak with doctor or nurse           | <input type="checkbox"/> |
| <input type="checkbox"/> | Speak with friends                   | <input type="checkbox"/> |
| <input type="checkbox"/> | Speak with sales Clerk when shopping | <input type="checkbox"/> |
| <input type="checkbox"/> | Give / understand directions         | <input type="checkbox"/> |
| <input type="checkbox"/> | Talk at the bank                     | <input type="checkbox"/> |
| <input type="checkbox"/> | Talk at post office                  | <input type="checkbox"/> |
| <input type="checkbox"/> | Other:                               | <input type="checkbox"/> |
| <input type="checkbox"/> |                                      | <input type="checkbox"/> |

| <u>Done</u>              | <u>Family Literacy</u>                   | <u>New</u>               |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Read to my child                         | <input type="checkbox"/> |
| <input type="checkbox"/> | Talk to my child's teacher               | <input type="checkbox"/> |
| <input type="checkbox"/> | Read / write a note from child's teacher | <input type="checkbox"/> |
| <input type="checkbox"/> | Help child with homework                 | <input type="checkbox"/> |
| <input type="checkbox"/> | Attend school activities                 | <input type="checkbox"/> |
| <input type="checkbox"/> | Other:                                   | <input type="checkbox"/> |
| <input type="checkbox"/> |  | <input type="checkbox"/> |

| <u>Done</u>              | <u>Employment</u>                    | <u>New</u>               |
|--------------------------|--------------------------------------|--------------------------|
| <input type="checkbox"/> | Find a job / get a better job        | <input type="checkbox"/> |
| <input type="checkbox"/> | Understand work related vocabulary   | <input type="checkbox"/> |
| <input type="checkbox"/> | Understand measuring devices         | <input type="checkbox"/> |
| <input type="checkbox"/> | Understand work manual / union info. | <input type="checkbox"/> |
| <input type="checkbox"/> | Understand safety regulations        | <input type="checkbox"/> |
| <input type="checkbox"/> | Pass skill test                      | <input type="checkbox"/> |
| <input type="checkbox"/> | Write memos                          | <input type="checkbox"/> |
| <input type="checkbox"/> | Write business letters               | <input type="checkbox"/> |
| <input type="checkbox"/> | Other:                               | <input type="checkbox"/> |
| <input type="checkbox"/> |                                      | <input type="checkbox"/> |

| <u>Done</u>              | <u>Personal Accomplishments</u>     | <u>New</u>               |
|--------------------------|-------------------------------------|--------------------------|
| <input type="checkbox"/> | Become a citizen                    | <input type="checkbox"/> |
| <input type="checkbox"/> | Get driver's license                | <input type="checkbox"/> |
| <input type="checkbox"/> | Use the telephone more effectively  | <input type="checkbox"/> |
| <input type="checkbox"/> | Understand prescriptions            | <input type="checkbox"/> |
| <input type="checkbox"/> | Get a library card                  | <input type="checkbox"/> |
| <input type="checkbox"/> | Learn basic computer skills         | <input type="checkbox"/> |
| <input type="checkbox"/> | Learn to tell time                  | <input type="checkbox"/> |
| <input type="checkbox"/> | Participate in voting process       | <input type="checkbox"/> |
| <input type="checkbox"/> | Open a checking / savings account   | <input type="checkbox"/> |
| <input type="checkbox"/> | Understand how to use / take a taxi | <input type="checkbox"/> |
| <input type="checkbox"/> | Understand how / when to call 911   | <input type="checkbox"/> |
| <input type="checkbox"/> | Understand how to use bus system    | <input type="checkbox"/> |
| <input type="checkbox"/> | Other:                              | <input type="checkbox"/> |
| <input type="checkbox"/> |                                     | <input type="checkbox"/> |

| <u>Done</u>              | <u>Math</u>      | <u>New</u>               |
|--------------------------|------------------|--------------------------|
| <input type="checkbox"/> | Basic arithmetic | <input type="checkbox"/> |
| <input type="checkbox"/> | Measurements     | <input type="checkbox"/> |
| <input type="checkbox"/> | Money            | <input type="checkbox"/> |
| <input type="checkbox"/> | Checking account | <input type="checkbox"/> |
| <input type="checkbox"/> | Other:           | <input type="checkbox"/> |
| <input type="checkbox"/> |                  | <input type="checkbox"/> |

**KEEP UP THE GREAT WORK – WE ARE PROUD OF ALL YOUR ACCOMPLISHMENTS!**

Additional Comments: