



Marathon County Literacy Council, Inc.
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MONTHLY TUTOR REPORT	
DUE ON THE 5 TH OF EACH MONTH. COMPLETE A SEPARATE REPORT FOR EACH STUDENT.	
For the Month of:	Year:
Tutor's Name (<i>First and Last</i>)	
Tutor's Phone:	Tutor's Email:
Learner's Name (<i>First and Last</i>)	
Short Term Goal(s):	
Long Term Goal(s):	
New Goal(s):	
Recent Success(es): (<i>What progress has been made toward meeting goals this month?</i>)	
Comments: (<i>i.e. Have you encountered problems? Do you need supplies or guidance?</i>)	

HOURS REPORT						
Report time in .25 hour increments. Include time spent at tutor trainings and other tutor-related activities.						
Date	Prep Time	Travel Time	Instruction Time	Other Time	Session Focus	Materials Used
				←	Totals	
				←	Grand Total Tutor Volunteer Hours for this Month	

Improving Quality of Life through Literacy

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