



ADULT LITERACY PROGRAM

2401 Woodlea Road • Tavares, FL 32778
literacy@lakeline.lib.fl.us • (352) 253-6183

CLASS MONTHLY REPORT

DATE	REPORT MONTH/YEAR
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LOCATION:	CLASS NAME:	TUTOR NAME:	TUTOR NAME:
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TOTAL HOURS FOR THE MONTH	Instructional _____	Preparation _____	Travel _____	<input type="checkbox"/> Basic	<input type="checkbox"/> ESoL
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CLASS PROFICIENCY LEVEL Please indicate class' current level.	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
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MEETING LOG		Working Material(s)	Circle level(s) if applicable										
Date	Length (hrs)		1	2	3	4	5	6	7	8	9	10	
		<input type="checkbox"/> Challenger	1	2	3	4	5	6	7	8	9	10	
		<input type="checkbox"/> Focus on Phonics	1	2a	2b	3	4						
		<input type="checkbox"/> Laubach Way to English (LWE)	1	2	3	4							
		<input type="checkbox"/> Laubach Way to Reading (LWR)	1	2	3	4							
		<input type="checkbox"/> Breakthrough Math Level 1	1	2	3	4	5	6					
		<input type="checkbox"/> Breakthrough Math Level 2	1	2	3	4	5	6					
		<input type="checkbox"/> Oxford Picture Dictionary Series	Beginner			Intermediate			General				
		<input type="checkbox"/> Endeavor	4	5	6	7	8						
		<input type="checkbox"/> Voyager Series	F	1	2	3	4	5	6	7	8		
		<input type="checkbox"/> Pre-GED Workbooks	Reading		Writing		Science		Math		Social Studies		
		<input type="checkbox"/> Flash cards	Simple Words			Vocabulary			Math		Games		
		<input type="checkbox"/> Rosetta Stone	<input type="checkbox"/> Low-Literacy books/readers							<input type="checkbox"/> Newspapers			
		<input type="checkbox"/> Citizenship Materials	<input type="checkbox"/> Assessment Tools _____										
		<input type="checkbox"/> Other _____											

ACCOMPLISHMENTS		Indicate if the Learner successfully completed a material/level											
Completed Material(s)		Circle level(s) if applicable											
<input type="checkbox"/> Challenger		1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> Other	
<input type="checkbox"/> Focus on Phonics		1	2a	2b	3	4							
<input type="checkbox"/> Laubach Way to English (LWE)		1	2	3	4								
<input type="checkbox"/> Laubach Way to Reading (LWR)		1	2	3	4								
<input type="checkbox"/> Breakthrough Math Level 1		1	2	3	4	5	6						
<input type="checkbox"/> Breakthrough Math Level 2		1	2	3	4	5	6						
<input type="checkbox"/> Oxford Picture Dictionary Series		Beginner			Intermediate			General					
<input type="checkbox"/> Endeavor		4	5	6	7	8							
<input type="checkbox"/> Voyager Series		F	1	2	3	4	5	6	7	8			
<input type="checkbox"/> Pre-GED Workbooks		Reading		Writing		Science		Math		Social Studies			
<input type="checkbox"/> Flash cards		Simple Words			Vocabulary			Math		Games			
<input type="checkbox"/> Rosetta Stone		<input type="checkbox"/> Low-Literacy books/readers							<input type="checkbox"/> Newspapers				
<input type="checkbox"/> Citizenship Materials		<input type="checkbox"/> Assessment Tools _____											



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Goals Check the performance-based goal that was accomplished **this month only**. Please do not check goals accomplished in previous months.

Library Card	<input type="checkbox"/> Got a Library Card		
Housing	<input type="checkbox"/> Write note to landlord <input type="checkbox"/> Read lease	<input type="checkbox"/> Call for repair work <input type="checkbox"/> Read real estate listings	
Work	<input type="checkbox"/> Read job ads <input type="checkbox"/> Complete applications/forms <input type="checkbox"/> Find employment <input type="checkbox"/> Interview	<input type="checkbox"/> Read pay stub <input type="checkbox"/> Negotiate differences <input type="checkbox"/> Use tools/technology <input type="checkbox"/> Meet with Supervisor	<input type="checkbox"/> Read evaluations <input type="checkbox"/> Learn new skills <input type="checkbox"/> Work related vocabulary <input type="checkbox"/> Improve job situation, promotion, raise
Money	<input type="checkbox"/> Identify money, make change <input type="checkbox"/> Write checks/keep register <input type="checkbox"/> Read bank statement	<input type="checkbox"/> Budgeting <input type="checkbox"/> Read/pay bills <input type="checkbox"/> Apply for a credit card	<input type="checkbox"/> Fill out loan application <input type="checkbox"/> Use ATM <input type="checkbox"/> Simple math skills
General Skills	<input type="checkbox"/> Recognize letters, numbers <input type="checkbox"/> Recognize days, months, times <input type="checkbox"/> Telephone skills <input type="checkbox"/> Mail skills	<input type="checkbox"/> Write Personal information <input type="checkbox"/> Use dictionary <input type="checkbox"/> Write a simple letter/note <input type="checkbox"/> Computer skills	<input type="checkbox"/> Use English at home/work <input type="checkbox"/> Birthdays and holidays <input type="checkbox"/> Improved conversation skills <input type="checkbox"/> Improved grammar and vocabulary
Transportation	<input type="checkbox"/> Read road signs <input type="checkbox"/> Obtain a license <input type="checkbox"/> Purchase insurance	<input type="checkbox"/> Read vehicle information <input type="checkbox"/> Deal with traffic ticket	<input type="checkbox"/> Understands directions, maps, bus schedules
Family/Education	<input type="checkbox"/> Read books to children <input type="checkbox"/> Read bible <input type="checkbox"/> Read rules of games <input type="checkbox"/> Watch/understand movies/TV	<input type="checkbox"/> Participate in homework <input type="checkbox"/> Fill out school forms <input type="checkbox"/> Communicate with child's teacher (talk,write) <input type="checkbox"/> Participate in school activities	<input type="checkbox"/> Pursue personal education <input type="checkbox"/> Understand lectures, take notes
Health	<input type="checkbox"/> Communicate with medical professional <input type="checkbox"/> Read and follow medication information-	<input type="checkbox"/> Read health related materials	
Citizen Role	<input type="checkbox"/> Read newspaper <input type="checkbox"/> Get involved/voting <input type="checkbox"/> Become familiar with new customs/land	<input type="checkbox"/> Access community services <input type="checkbox"/> Report a crime <input type="checkbox"/> Read and understand legal rights	<input type="checkbox"/> Communicate with law enforcement <input type="checkbox"/> Identify citizenship requirements/process
Shopping	<input type="checkbox"/> Read ads/coupons <input type="checkbox"/> Read labels <input type="checkbox"/> Read price stickers	<input type="checkbox"/> Understand U.S. measurements <input type="checkbox"/> Read recipes	<input type="checkbox"/> Navigate markets/stores <input type="checkbox"/> Understand clothing sizes

COMMENTS