Volunteer Tutor Progress Report

The INTERNATIONAL
Language Institute
of MASSACHUSETTS
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www.ili.edu

All Volunteer Tutors must fill out this form each month and return it to Amy Ben-Ezra, Coordinator of Volunteer Tutors.

NOTE: If you had a session scheduled that did not take place, please fill in the date and use the last column to indicate what happened (e.g. no-show, sick, work conflict, etc.)

TUTOR-LEARNER MEETING INFORMATION

Tutor's Name: _____ Date: _____

Learner's Name: _____ Meeting Place & Town: _____

Start Date with this Learner: _____ Report Month: _____

TUTOR-LEARNER MEETING INFORMATION

DATE	WEEK DAY	START TIME	END TIME	TOTAL HOURS	NEXT APPT DATE/TIME/PLACE
TOTAL HOURS					

Please indicate what you and your learner have been working on, what is working well, what is not, success stories, etc.