Suggestions for Final Lit Center Tutoring Report

(Please make 3 copies)

Submitted By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Tutor Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Grade Level\_\_\_\_\_\_\_\_\_\_

*Be positive and share your report briefly with your student and family at the end of the last day.*

***Student’s Strengths***

 What did you learn about your tutee? Summarize any assessment data you gathered (reading level, positive academic strengths, interests, goals, demeanor). Write what you want the parent and next tutor to know about your tutee, addressing reading, writing, listening, speaking.

***Lessons***

Mention the goals, objectives, and standards you worked on with your student. Share the activities and strategies your tutee participated in over the last few weeks. What book or reading material did you use?

***Future Needs & Next Steps***

 What worked with your student, what helped, what didn’t work, what progress or changes did you see? Talk about the gains your student got out of the sessions—academically, socially, etc. What suggestions do you have for any family support? What are the next steps this tutee needs to master in order to move forward with his/her literacy skills?

*Express your appreciation for the opportunity of working with the student.*