

Tutor Planning Sheet

For Monthly Report to LVA-MC

Please mail, fax, or e-mail promptly to: Literacy Volunteers of America-MC, P.O. Box 2704, Conroe, TX 77305

Fax: 936-494-1184

E-Mail: literacymc@yahoo.com

Website: www.lvamc.org

STUDENT _____

TUTOR _____

PHONE #: _____

IF TUTORING HAS STOPPED, GIVE DATE AND REASON. NOTIFY LVA AT 936-494-0635 or 1-888-878-9400

Day & Date of Lesson	Tutoring/Prep/Drive time (if cancelled, give reason)	Lesson Steps to Achieve Adult Learner's Goal(s)	Material used/supplemental Comments

Summary: Tutoring Hours _____ Preparation Hours _____ Travel Hours _____ Goal Addressed