

<b>MONTHLY TUTOR REPORT</b>	
NAME OF TUTOR	
NAME OF STUDENT	

MONTH		Subjects Taught (Reading/Writing/Math/ESL)		
WEEK OF MONTH (1, 2, 3 or 4)	DAY	DATE	LESSON TAUGHT	TIME SPENT (Hours)
<b>TOTAL</b>				

Note: Please round time to nearest ¼ hour. Example: 35 ¼ hrs.

Preparation Time		Travel Time	
------------------	--	-------------	--

Please submit your monthly tutor form to Cumberland Adult Reading Council’s Adult Literacy Program via email: [admin@cumberlandliteracy.org](mailto:admin@cumberlandliteracy.org) or, deliver to the Admin Office located at the Tennessee College of Applied Technology, Bldg #1, 910 Miller Avenue, Crossville, TN 38555.

**\*\*\*\*\* Reports are due by the end of the first week of the following month \*\*\*\*\***

Please use the box below to provide any additional information you would like to add or to ask any questions:

Comments: