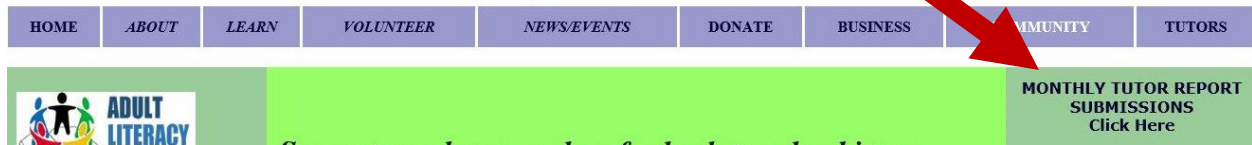


MONTHLY TUTOR REPORT

HOW TO SUBMIT ONLINE VIA WWW.CUMBERLANDLITERACY.ORG

Point your browser to <http://www.cumberlandliteracy.org>

On the home page, click "Monthly Tutor Report Submissions"



The following page will appear. Enter your information in each field. *Please note, fields marked with an asterisk (*) are required. If any * field is left blank, the form will not allow your submission to be processed.*

Please submit your tutor report

Use the form below to submit your Monthly Tutor Report directly from this web page or, download a Monthly Tutor Report PDF form (click here to download) and submit via email to admin@cumberlandliteracy.org or, drop off in person at the Cumberland Adult Reading Council's office located inside Bldg #1 of the Tennessee College of Applied Technology, 910 Miller Ave., Crossville, TN 38555.

Please note, if you are using the Microsoft Edge browser, it will not download the PDF file. Microsoft has yet to resolve this issue. You can use any other browser (Firefox, Chrome, etc.) and download. Copy and paste the following link to download if you need to switch to a different browser:
http://www.cumberlandliteracy.org/business/Forms_Report_Fillable.pdf

Monthly Tutor Report

Please submit your Monthly Tutor Report before close of business Friday on the first week of every month for your previous month's tutoring. For time spent, please round to the nearest 1/4 hour. Example: 3 1/4 hours.

Name (Tutor) *

Email Address *

Name of Student *

Month & Year *

Week 1 Lesson Taught *

Week 1 Time Spent Tutoring (hours) *

Week 2 Lesson Taught *

Week 2 Time Spent Tutoring (hours) *

Week 3 Lesson Taught *

Week 3 Time Spent Tutoring (hours) *

Week 4 Lesson Taught *

Week 4 Time Spent Tutoring (hours) *

Total time spent tutoring this month (in hours) *

Preparation hours monthly total

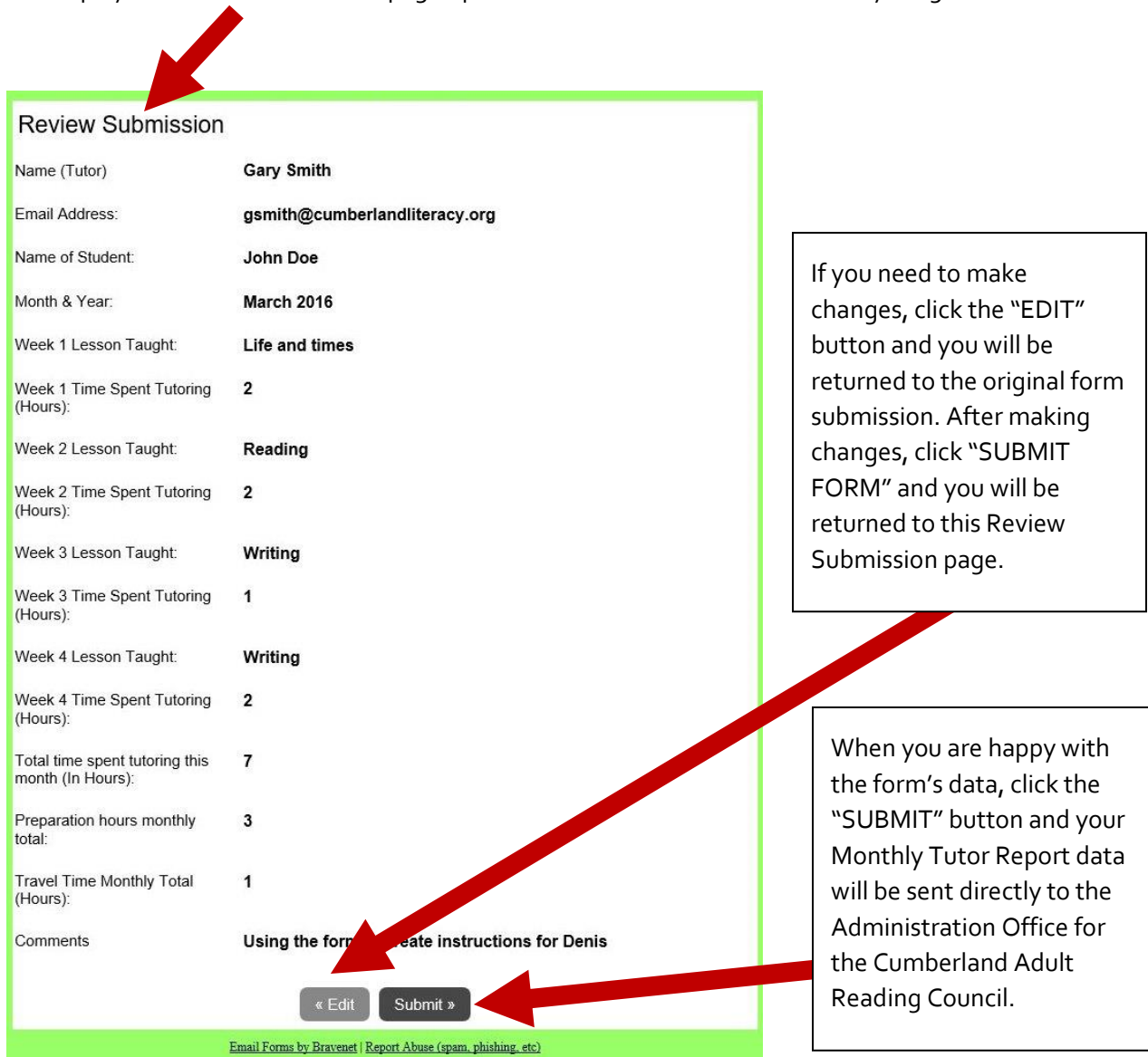
Travel Time Monthly Total

Comments

Thank You to Student! Report Here ([opens in new window](#))

After entering your information, click the "SUBMIT FORM" button.

After clicking "SUBMIT FORM" the web site will verify that all required items have been entered and will display a "Review Submission" page - please check each field to ensure everything is correct.



Review Submission

Name (Tutor)	Gary Smith
Email Address:	gsmith@cumberlandliteracy.org
Name of Student:	John Doe
Month & Year:	March 2016
Week 1 Lesson Taught:	Life and times
Week 1 Time Spent Tutoring (Hours):	2
Week 2 Lesson Taught:	Reading
Week 2 Time Spent Tutoring (Hours):	2
Week 3 Lesson Taught:	Writing
Week 3 Time Spent Tutoring (Hours):	1
Week 4 Lesson Taught:	Writing
Week 4 Time Spent Tutoring (Hours):	2
Total time spent tutoring this month (In Hours):	7
Preparation hours monthly total:	3
Travel Time Monthly Total (Hours):	1
Comments	Using the form to create instructions for Denis

« Edit Submit »

Email Forms by Bravenet | Report Abuse (spam, phishing, etc)

Callout Box 1: If you need to make changes, click the "EDIT" button and you will be returned to the original form submission. After making changes, click "SUBMIT FORM" and you will be returned to this Review Submission page.

Callout Box 2: When you are happy with the form's data, click the "SUBMIT" button and your Monthly Tutor Report data will be sent directly to the Administration Office for the Cumberland Adult Reading Council.

A confirmation will be displayed on the web page in place of the form after you have successfully submitted your report (you may need to scroll up on the web page to see this)

