

INSTRUCTIONS FOR VOLUNTEER REPORT FORMS

Literacy Connections is partially funded by NYS Department of Education. They require us to report tutoring hours and student goals. This information is also used for other funding requests. All names are strictly confidential.

Literacy Connections collects volunteer report forms for July-Sep, Oct-Dec, Jan-Mar, Apr-June.

Volunteer and Student Activity Report – Enter the total tutoring hours for the quarter, and any preparation or travel hours. Check off any goals the student achieved during the quarter. (*We do not expect the student to achieve a goal every quarter*). If you are only reporting hours, you can email (info@literacyconnections.org) or call (845-452-8670 or 518-697-8227) the office. **This report information is mandatory at the end of each quarter.**

Individual Education Plan – This form is for reporting any goals and achievements your student makes. Please review this form with your student at the beginning of the tutoring year to set their goals. Most students set one to three goals per year. This form should be returned with the final quarter report (Apr-June). **This report does not need to be completed every quarter, unless there is a goal to report.**

Please notify us promptly of any of the following changes or achievements for your student:

- *Change of address or phone number
- *Change in job status
- *Permanent change in meeting place or day
- *Earns GED
- *Achieves citizenship
- *Enters training (can be post secondary, BOCES, Adult Ed, or on the job training)