NATIONAL PARTNERSHIP FOR QUALITY AFTERSCHOOL LEARNING
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AFTERSCHOOL TRAINING TOOLKIT

Tutoring Log

Directions: This form is to be used by the afterschool tutor to record information about an individual student's work over time. Record each day what the student studies and accomplishes. In the "Notes" column, include areas in which the student needs work, successes experienced, or any other pertinent information. An example appears below. Use the blank form on the following page for your student.

Student Name: Joe Doe

Week beginning: Feb. 11, 2008

Tutor Name	Day	Subject(s)	Topics Studied	Work Accomplished	Notes
Jane Smith	MON	Math	Fractions	p. 88, #2-25	Joe seems to understand fractions better now than last week; however he would benefit from additional tutoring on this topic
Brian Allen	TUE	Language Arts	Reading comprehension	Outlined book report	During our discussion, I noticed that Joe needed a lot of prompting to remember certain aspects of the book; need to work on techniques for better comprehension
Jane Smith	WED	Math	Fractions, percentages	Reviewed missed questions from previous test	Joe understands why he missed the questions on the test and is now able to correct his mistakes
Kari Hardy	THU	Science	Plants	Completed assignment on identifying plant parts	Joe had no problems with the identification of the plant parts and had fun with this assignment
	FRI				
	SAT/ SUN				

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	MON				
	TUE				
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