

Dear Tutor:

This form has been created to help us stay in close communication with you and to allow us to establish some historical information about your learner. (In the case that you should decide to stop tutoring at some point, it will help a new tutor understand what has happened so far.) Feel free to let us know what kind of tutoring resources you would like. Don't worry about writing full sentences or making it look beautiful! *Please include your learner's accomplishments.*

Tutor name _____ Learner Name _____

Tutor e-mail address or phone # _____

Tutoring Location(s) _____

Any problems with location? _____

Total number of tutoring sessions this month _____

Hours spent in: tutoring _____ preparation _____

Were any tutoring sessions cancelled this month? _____ If yes, why? _____

What (if any) are your current challenges in tutoring? _____

Materials/methods used _____

Observations, successes/failures, other comments _____

Month/Year _____

Thanks very much for your time.

University of California at Berkeley
207 University Hall
Berkeley, CA 94720-3540
(510) 643-5280

Please, e-mail to Jane Griswold at jgris@uclink.berkeley.edu
or
fold, seal and send to address on reverse.