

# Monthly Tutoring and Attendance Calendar

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- Monthly Tutoring & Attendance Calendars are due in our office or by email to [info@foxvalleylit.org](mailto:info@foxvalleylit.org) by the **10th of each month**
- **One calendar per student, per month**
- You can fill out the form online here: [foxvalleylit.org/resources/tutor-calendar/](http://foxvalleylit.org/resources/tutor-calendar/)

Tutor First and Last Name: \_\_\_\_\_

Student First and Last Name: \_\_\_\_\_

Month and Year: \_\_\_\_\_

Activity	Total For Month
Tutoring	
Lesson Preparation	
In-Service or Training	
Meeting with Staff	
Travel	

**Please describe any accomplishments your student made this month:** (i.e. promotions, making phone calls independently)

Please inform us of any address or phone number changes for you or your student:  
\_\_\_\_\_  
\_\_\_\_\_

If your tutoring arrangement with your student has ended, please contact staff.  
If you are no longer going to tutor with us, do you want to keep receiving our newsletter? \_\_\_\_\_

Other comments: \_\_\_\_\_

Thank you for your dedication!