# Adult Literacy Monthly Hours Report

This report is DUE the 7th of Each Month (for the previous month’s hours)

RETURN BY:
- Email attachment to: literacy@sonomalibrary.org
- OR Turn-in at any Sonoma County Library Branch Front Desk
  Attention: Adult Literacy
- OR Send by U.S. Mail: Adult Literacy 211 E Street, Santa Rosa, CA 95404

## ADULT LITERACY HOURS FOR MONTH: ___________ YEAR: ___________

TUTOR Name: ____________________________________________

Instruction LOCATION/Branch: ____________________________________________

Adult LEARNER Name: ____________________________________________

Please fill in the information below completely. Include Quarter Hours as needed (0.25 or 1.75, etc.)

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<thead>
<tr>
<th></th>
<th>DATE</th>
<th>TRAVEL HOURS</th>
<th>PREPARATION HOURS</th>
<th>TUTORING HOURS</th>
<th>OTHER HOURS</th>
<th>TOTAL HOURS</th>
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<tbody>
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<td>WEEK 1</td>
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**TOTALS:**

Literacy successes/accomplishments in the life of the learner: (Complete WITH student):

_____________________________________________________________________________________

Materials & Texts & Techniques You Used this Month:

_____________________________________________________________________________________

Materials, Resources, or Assistance you need from the Office:

_____________________________________________________________________________________

Additional Comments:

______________________________________________________________

Revised 4/12/2018