



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.)

	DATE	TRAVEL HOURS	PREPARATION HOURS	TUTORING HOURS	OTHER HOURS		TOTAL HOURS
WEEK 1							
WEEK 2							
WEEK 3							
WEEK 4							
WEEK 5							
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: