

CHECKLIST – PROGRESS REVIEW

- Send letter to tutor – Office Assistant, last week of preceding month
- Call to schedule meeting date and time – Program Assistant
 - Remind tutor to bring along samples of past work that relate to his/her goals
 - These examples may be written samples, oral reading examples, and/or descriptions of progress
 - Will the student need to bring along a translator? Discuss with tutor
- Tools needed:
 - Completed copy of role/goal map from initial student interview (student's file)
 - Tutor/Learner Progress Report forms (one for each goal)
 - Original role/goal map with scale in clear plastic sleeve
 - New, linear role/goal maps
 - Copies of the wheel (tutor/student may keep, if interested)
 - Evaluation post-card
- Give (or mail) copy of completed Progress Report form to tutor (possibly to student, also)