

Literacy Services  
505 Santa Clara St.  
Vallejo, CA 94590  
707-553-5265

July 31, 2003

Dear \_\_\_\_\_,

In order to provide feedback to our tutors and students, the literacy staff will provide a progress review meeting with each pair approximately once every 3 months. This meeting will be an opportunity for the three of you to review your learner's goals and progress towards meeting those goals.

\_\_\_\_\_ will be contacting you to schedule an appointment with you and \_\_\_\_\_ during the month of \_\_\_\_\_. This meeting can be at your regular tutoring time and will take about an hour.

Attached is a checklist of topics that we will discuss. You may want to share with your student ahead of time.

Please bring examples of your student's past work that relate to his/her goals. These examples may be written samples, oral reading examples, and/or descriptions of progress.

\_\_\_\_\_ would be happy to answer questions that you and/or your student may have about this progress review that you will be scheduling. The information that we obtain from these meetings will be valuable feedback for students and tutors and will give us an overview of learning progress in the program as a whole.

Thank you for your dedication to your student's learning progress. We hope that you and your student will find this to be useful information and a positive learning experience.

Sincerely,

Sandy Tosti  
Program Manager