**READING COACH REPORTING FORM**

Thank you for completing this required state reporting form. Please submit by the fifth of each month for the previous month! Thank you for time spent with *and* for your learner!

Month / Year: ________________________________________________

Reading Coach’s Name: ________________________________________________

Learner’s Name: ________________________________________________

Tutoring Site: ________________________________________________

Record of Hours: *please use .25 for 15 minutes; .5 for 30 minutes; and .75 for 45 minutes*

<table>
<thead>
<tr>
<th>Dates</th>
<th>Tutoring Hours</th>
<th>Prep Hours</th>
<th>Travel Hours</th>
<th>Other Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
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<td>Week 2</td>
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<td>Week 5</td>
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</table>

**TOTALS**

Has your learner met and/or set any goals? Please define according to the **CLLS Roles and Goals** form:

____________________________________________________________________________________________

____________________________________________________________________________________________

What materials/texts/methods have you used this month?

____________________________________________________________________________________________

____________________________________________________________________________________________

Do you need any assistance from the office? How can we help you?

____________________________________________________________________________________________

____________________________________________________________________________________________

Revised 10.30.12