



## ADULT LITERACY PROGRAM

**2401 Woodlea Road • Tavares, FL 32778**

**literacy@lakeline.lib.fl.us • (352) 253-6183**

## Groups and Mini-Courses Attendance Sheet

|              |  |   |
|--------------|--|---|
|              |  | TUTOR NAME:   |
| GROUP NAME:  | LIBRARY:   | TUTOR NAME:   |
| CLASS TITLE: | LENGTH OF GROUP:<br><input type="checkbox"/> 1 Hour <input type="checkbox"/> 1.5 Hours <input type="checkbox"/> 2 Hours <input type="checkbox"/> Other _____ | PREPARATION HOURS _____                TRAVEL HOURS _____ |

[illegible]



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### Group and Mini-Course Updates

|             |  |             |
|-------------|--|-------------|
| GROUP NAME: |  | TUTOR NAME: |
| LIBRARY:    |  | TUTOR NAME: |

If your course/class has enrolled learners, did any learners not show up?

☐ Yes ☐ No

If yes, please give their name(s): \_\_\_\_\_

*Please let us know immediately so that we can follow up with the learner!*

Are any of the learners struggling?

☐ Yes ☐ No

Would they do better in a different learning environment (i.e. one-on-one tutor, online learning, etc.)?

☐ Yes ☐ No

If yes, please give their name(s): \_\_\_\_\_

Do you need additional supplies?

☐ Yes ☐ No

If yes, what supplies do you need? \_\_\_\_\_

\_\_\_\_\_

Do you need different materials or resources?

☐ Yes ☐ No

If yes, what materials/resources do you need? \_\_\_\_\_

\_\_\_\_\_

Is there any other information you would like to share about this course/class (challenges, successes, goals achieved, etc.)?