

Instructions for Registration and Monthly Reporting

In the era of increased testing and accountability, we are fortunate at LVT to not require tutors to do large amounts of paperwork and student assessments. At the same time, the paperwork we do ask of you is absolutely critical to our ability to show donors and the community that your efforts are having an impact on students' lives and our community. This overview describes the paperwork we ask you to complete as an ELAA tutor. ELLA Program staff are always here to answer any questions you have.

Registration Forms:

- 1) **Student Registration Form** (two versions - Spanish/English and English only)
-- All students must complete a registration form prior to attending class. Make sure both sides are completed and the form is signed and dated. Registration forms will be copied by LVT staff and returned to tutors by mail or pick up immediately after registration day.

Important Note: Tutors are responsible to complete registration forms for all students who enter the class after registration day, and turn them in to LVT at the end of the month with the hours form. You have the option to close classes to new students after the fourth day of class. Let your school or library liaison know if you are or are not accepting new students.

- 2) **Library Consent Form** (for library classes only; two-sided English/Spanish; available in Arabic and Nepali upon request) -- All students who register for a library class must also sign the library consent form. The consent is turned in to LVT along with the registration form.

Important Note: The consent form provides legal protection for the library and informs students about the confidentiality and usage of their personal information. The form states that Literacy Volunteers, NOT Pima County Public Libraries, collects the students' information. Student information is used in aggregate form only for planning and fundraising purposes, is not shared with other entities and is destroyed after three years.

- 3) **Student Oral Assessment Form** – Tutors will assess each student on registration day using an informal assessment process. Tutors put the student's name on the assessment form, write any relevant notes, and check off the student's level (beginning, intermediate, advanced). Tutors keep this form to know who will be in their class on the first day.

First Day of Class Forms:

- 4) **Teacher-Student Contract (two-sided sheet in English/Spanish)** – Tutors sign this form prior to the first day of instruction and then hand it out and review it with students on the first day they meet. This form explains Literacy Volunteers and sets the expectations for teaching, learning and participation in the class. Students sign this contract and can take it home.
- 5) **Student Sign-In Sheet** – Students sign in each day they come to class. Please encourage them to print their name clearly on the sheet and to use the same name they put on the registration form. A tutor from each class will be designated to collect these forms, and will use them to complete the hours form at the end of the month.

Monthly Reporting Forms:

- 6) **Monthly Hours Form** -- A tutor from each class will be designated to complete the hours form at the end of each month. This tutor will ask for, and enter, the planning, travel and preparation hours for each tutor working in the class, including apprentices and assistants. He/she will also enter the student hours taken from the sign-ins. The hours form should be turned in along with the student sign--in sheets to the LVT office no later than the 5th day of the next month.

Once Per Session Forms:

- 7) About mid-way through each session, LVT will announce a “Celebration of Success Week” during which tutors are asked to reflect with their students on the accomplishments they have made so far in the class. ELAA staff will send out materials and lesson plans that tutors can use to collect student success stories and accomplishments, which they will turn in to the LVT office.

Important Note: LVT thanks you in advance for your enthusiasm for collecting and reporting student achievements. These stories serve many purposes: to inspire and reinvigorate your class, to help you as a tutor know where to go next in lesson planning, and to demonstrate to the community the powerful and important work you do.

