

Attendance/ Progress Report Guidelines, 2009- 2010 Supplemental Educational Services by Lighthouse Program

Requirements for completing attendance form:

1. Complete top portion of form with student information.
2. Fill in dates and time student attended tutoring; *use form like a calendar*
3. Three signatures are required: tutor, supervisor, and parent.
4. *Completely fill the bubbles using pencil only*

Requirements for completing monthly progress reports:

1. Write the date, time and number of hours of instruction for each day in the appropriate spaces.
2. Write objectives and strategies that address individual needs of each student.
3. Objectives must address components of each student's *ESEA Supplemental Educational Services Agreement*.
4. Strategies must reflect objectives and identify materials used.
5. ***The summary of student progress toward achieving objectives must specifically reflect student academic progress. Do not report on behavior or attitude. One-word progress reports are not acceptable.***
6. Three signatures are required: tutor, supervisor, and parent.
7. The first and last sessions should be to conduct pre and post assessments. Student results should be included on that monthly progress report.

**After a month of tutoring has been completed, all paperwork is due by the 10th of the next month. For example, tutoring paperwork for the month of December is due January 10th.

Submit paperwork to:
Lighthouse Office
City Hall, Room 301
45 Lyon Terrace
Bridgeport, CT 06604