



**Reasons and Benefits of the new Monthly Service Report:**

The Education Coalition performs a third-party evaluation at the end of each school year to determine to success of the students who have been served by Education Coalition trained tutors and mentors.

This evaluation has been both valuable in the success of our program but has also made apparent the limited knowledge to the experience the child has and the effect of that experience on their overall success.

Our evaluator, Dr. Tracy Masiello with the Orelena Hawks Puckett Institute, worked with the Education Coalition staff to create a tool to evaluate our services more in depth.

Every month Education Coalition tutors and mentors complete a Monthly Service Report in which you all detail the work that occurs during each of your sessions. We have reformatted the form so that the evaluative tool and the written description of each session can be documented on each session.

**Instructions for new form:**

It is important to answer the questions at the end of each session for each student. Answering “no” is not a negative reflection on you or your work. Please answer each question honestly.

**Question 1:** *I did at least two activities with my student that involved reading.*

**Yes=** 2 or more reading activities in that session

**Somewhat=** 1 reading activity (additional activities were also completed)

**No=** 0 reading activities were completed (it is understood that this occurs and it is no reflection of your tutoring abilities. Mentors will most likely indicate “No” more frequently because the focus is less on academics and more on relationship building).

**Question 2:** *I felt that my student was rested and ready to work during the session.*

**Yes=** Student was agreeable and focused.

**Somewhat=** Student was fidgeting and yawning but working.

**No=** Student was not engaged, closing their eyes, etc.

**Question 3:** *I can describe at least two ways that I made the session’s work interesting or enjoyable to my specific student.*

Examples: (1) Did you do something to convert the lesson in a way that the student would better understand the material that was being covered (2) Did you complete other activities that were not worksheets or school work that the student enjoyed (3) Use song/ games/ acting to help the student understand (4) Other activities...

**Yes=** Two or more ways you can think that you made the session more interesting or enjoyable

**Somewhat=** One way

**No=** No ways (it is understood that there are sessions that are mostly focused on working through an assignment, this is no reflection on the tutor/mentor abilities).

**Question 4:** *I had enough resources to work with my student this week.*

**Yes=** I had everything I needed.

**Somewhat=** I had enough to get by, but could use additional resources.

**No=** I did not have enough resources.

**Question 5:** *I learned something this week from something my student said.*

**Yes=** I had an Ah-ha moment where I noticed what my student needed to succeed. My student mentioned something about his/her personal and/or academic situation and we had a dialogue regarding this

**Somewhat=** My student mentioned something about his/her personal and/or academic situation but NO dialogue pursued.

**No=** Nothing new was learned about my student.