Tutoring Progress Report

Free template from TutorFluid (tutorfluid.com/blog/tutoring-progress-report-template). Send it every 4–6 weeks or at the end of each lesson package. Fill in the blanks, delete what you don't need.

Student		Tutor	
Subject / course		Grade or level	
Reporting period	From _____ to _____	Report date	

1. Attendance this period

Sessions scheduled	Sessions attended	Rescheduled	Missed	Notes

2. Goals (set at the start, with the family)

Goal	Where we started	Where we are now	Status*

**Status: Met · On track · Needs more time · New goal*

3. Evidence of progress

Date	What (quiz, practice test, work sample, recording)	Result	What it shows

4. Skills check

Skill	1	2	3	4	Comment

1 = Beginning · 2 = Developing · 3 = Secure · 4 = Strong. Mark one box with an X.

5. Strengths

6. Next focus (one or two priorities)

7. Home practice

What to practice	How often	How long

8. Tutor note to the family

9. Next steps

Next report date	
Questions or a call? Reply by	
Parent / guardian comments	

Example: filled-in progress report

EXAMPLE ONLY. The student, tutor and all scores below are fictional and show how a finished report can read.

Student	Example student ("Sam"), 7th grade	Tutor	Example tutor
Subject / course	Math: pre-algebra	Grade or level	Grade 7
Reporting period	Sept 8 – Oct 13 (5 weekly sessions)	Report date	Oct 14

1. Attendance this period

Sessions scheduled	Sessions attended	Rescheduled	Missed	Notes
5	4	1 (moved to Friday)	0	One session rescheduled by the family, made up the same week.

2. Goals (set at the start, with the family)

Goal	Where we started	Where we are now	Status*
Solve one-step and two-step equations	Solved 3 of 10 on intake quiz	Solved 8 of 10 on Oct 6 quiz	On track
Add, subtract, multiply and divide negative numbers	Frequent sign errors	Sign errors in about 1 of 10 problems	Met
Explain steps out loud	Rarely	Explains most steps without prompting	On track

**Status: Met · On track · Needs more time · New goal*

3. Evidence of progress

Date	What (quiz, practice test, work sample, recording)	Result	What it shows
Sept 8	Intake quiz, 10 equations	3 / 10	Starting point
Sept 29	Homework set, integers	18 / 20	Sign rules are now secure
Oct 6	Practice quiz, 10 equations	8 / 10	Two errors were both in distributing a negative

4. Skills check

Skill	1	2	3	4	Comment
Integer operations				X	Consistent now; keep warm-ups.
Two-step equations			X		Careful work; slows down on negatives.
Word problems		X			Next focus: turning words into an equation.

1 = Beginning · 2 = Developing · 3 = Secure · 4 = Strong. Mark one box with an X.

5. Strengths

Sam checks answers by substituting them back in without being asked, and is more willing to try a problem before asking for help.

6. Next focus (one or two priorities)

1) Distributing a negative sign, e.g. -2(x - 3). 2) Writing an equation from a short word problem.

7. Home practice

What to practice	How often	How long
6 mixed equation problems from the practice sheet	3 times a week	About 15 minutes
One word problem: write the equation only	2 times a week	About 5 minutes

8. Tutor note to the family

Sam has moved from 3 to 8 correct on the same type of equation quiz in five sessions. The one habit that will make the biggest difference now is writing the negative sign in front of every term after distributing. Short practice three times a week will lock that in before the unit test.

9. Next steps

Next report date	After the next 5 sessions (mid-November)
Questions or a call? Reply by	Reply to this email or book a 10-minute call

Short version: monthly email update

Copy into an email when a full report is more than you need.

Subject: [Student]'s progress update, [month]

Hi [Parent name],

Sessions this month: [attended] of [scheduled].

Goal we're working on: [goal]. Where we started: [starting point]. Now: [current result, with the evidence].

What's going well: [one specific strength].

Next focus: [one priority] — at home, [what to practice], [how often].

Next update: [date]. Reply any time with questions.

Thanks,
[Tutor name]

Comment starters

Strength

- [Name] now [specific skill] without prompting, for example [evidence].
- [Name] improved from [start] to [now] on [measure].
- A habit that is paying off: [habit].
- [Name] is more confident with [topic]; [he/she/they] [observable behavior].
- The strongest work this period was [task], because [reason].

Growth

- The next step is [skill]; right now [Name] [what happens].
- [Topic] still needs practice: [specific error pattern].
- When [situation], [Name] tends to [behavior]. We are working on [strategy].
- [Name] understands [concept] but needs more speed/accuracy on [task].
- We have not reached [goal] yet; at the current pace, we expect [realistic next milestone].

Next step / at home

- Please ask [Name] to explain [concept] to you once this week.
- [Number] minutes of [practice], [number] times a week, will help most.
- Before the next session, [Name] should [small task].
- For the [test/recital/exam] on [date], we will focus on [priority].
- If [problem] comes up in homework, a quick note to me helps me plan the next session.

Variants: for test prep, use practice-test section scores as the evidence rows; for languages, use speaking, listening, reading and writing as the skills; for music, list pieces and technique as the goals and attach a short recording as evidence.