



Student Goals Reporting Instructions and Template

Learn the past tense
and “ed” sounds

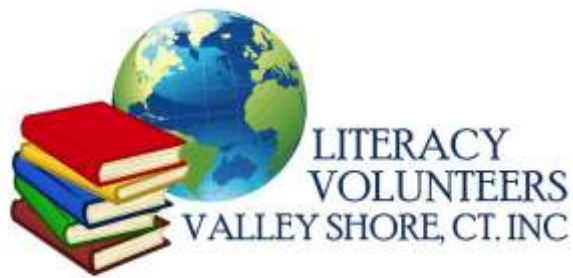
Shopping Skills
– Know how to use the
automatic check out

Make a doctor appointment –
able to understand date and time

Talk to Child’s Teacher
– learn words about
homework

Get a License –
learn road signs

Communication Skills
– learn the “th” sound



Submission of Student Goals

1. Set and track our student's goals – Student Goals Report.

- The Student Goals Report can be obtained on the LVVS.org website under the Tutor Portal under Forms on the lefthand side.
- Provide specific detail or refinement of Goal in Comments column.
- Add a student specific Goal under "Other" within a category
- Indicate the date a goal has been set. When achieved, indicate date the goal is met.
- If your student set a goal on a past report but didn't achieve it, please close it out and put in the Date Set column Not Achieved (N/A).
- If the student has not yet met a goal, please indicate the progress to date in the Comments column.

2. Please submit quarterly to the LVVS office (if there are updates).

Goals can be submitted by email to info@lvvs.org (or mailed/dropped off at the office). They can be submitted either written out in the email or by attaching the full Student Goals Report.

Student Goals Report - 4/2023

Date: As of [date]
Student's Name:
Tutor's Name:

EMPLOYMENT / INCOME	Date Goal Set	Date Goal Met	Comments
Get a job			
Retain employment/Get promoted			
Fill out a job application			
Read classified ads –Create an Ad for new House Cleaning Jobs			
Interview for a job			
Read work-related materials (manuals equipment instructions, memos, etc.)			
Other (please provide brief explanation)			
EDUCATION / TRAINING			
Get a GED/High school diploma			
Enter secondary education (college, technical school)			
Get secondary education diploma			
Enter an adult education program			
Other (please provide brief explanation)			
CITIZENSHIP			
Become a U.S. Citizen			
Prepare for citizenship test			
Register to vote/Vote			
Hire an attorney			
Other (please provide brief explanation)			
Get a Green Card			
Other (please provide brief explanation)			
HEALTH			
Set Speak with a doctor -			
Make a doctor appointment			
Read prescriptions/medical labels			
Apply for medical insurance			
Other (please provide brief explanation)			
COMMUNITY			
Get a driver's license			
Read a newspaper			
Email in English			
Improve computer skills			
Write letters/go to Post Office Read mail			
Volunteer			

Help child with homework			
Speak with children’s teacher(s)			
Read to children in English			
Get a library card/go to library			
Use public transportation			
Improve telephone skill			
Learn to tell time			
Understand a movie, song, etc. in English			
Other (please provide brief explanation)			
CONSUMER			
Shopping skills (reading signs/fliers, comparing prices)			
Read menus			
Read recipes/cookbooks			
Buy a house/rent an apartment			
Read a lease or a contract			
Work with landlord to fix broken items in Apartment			
Buy a New Car			
Get insurance (non-medical)			
Learn how to count and use currency			
Manage money (open an account, write checks, balance a check book, pay bills, create a budget, etc.)			
Apply for credit			
Other (please provide brief explanation)			
COMMUNICATION SKILLS (Examples – varies by student)			
Learn and remember rooms and items in a house to support housekeeping jobs			
Learn Clothing words			
Differentiate difficult sounds – e.g., th, ch			
Learn Do not and Does not vs. using No			
Learn Food recognition			
Present and Past Tenses			
Able to write a full paragraph			
Other (please provide brief explanation)			
CASAS – Comprehensive Adult Student Assessment System			
Complete Listening CASAS Assessment			
Complete Reading CASAS Assessment			