

# Reporting Timeline for Mission: Literacy

**Fax or Email Reporting Forms to Your Coordinator who will get them to Dawn Sharp to report to the American Bible Society. If you have no coordinator for your area, send directly to Dawn Sharp.**

[Dawn.sharp@use.salvationarmy.org](mailto:Dawn.sharp@use.salvationarmy.org) P: 908-851-8316 Fax: 908-851-0767

- ✓ **At Start of Your FIRST Tutoring Cycle ONLY:** Send in your Registration Form as soon as you know how many children, groups, tutors, etc you have for this cycle OR at least a good estimate.
- ✓ **Pre Test Scores:** Enter onto *Student Evaluation Report Form* and then hold until the end of your tutoring cycle
- ✓ **Keep Attendance:** include all children **even** any who may have attended only 1 tutoring session
- ✓ **Tutor** for the number of weeks that gives each Mission: Literacy student the **reasonable** chance to be in attendance for at least 16 tutoring sessions. Remember, if you have come to the end of your planned tutoring cycle and you have fewer than the required # of sessions, send in your forms anyway indicating how many sessions each child did attend during that cycle. There is NO required number of stories that you have to cover in a cycle – pace that according to the abilities of your students.
- ✓ **At End of Tutoring Cycle:** Enter Post Test Scores and the Number of tutoring sessions *actually attended* by each child onto the Student Evaluation Report Form and send in.

**For Each Successive Tutoring Cycle(s)...**

**Continue Reporting via the Student Evaluation Report Form**