

Tutoring Session Notes Instructions & Samples

After each of your sessions, you will log into Teachworks and add notes to reconcile your session. We suggest entering your notes soon after the session so that you remember what was covered and how your student is progressing. These notes help parents stay informed and involved in their child's tutoring sessions. Be positive and encouraging as well as truthful. Use the student's name and make sure to include any homework assignments for the next session.

Test prep session notes sample

In this session, we covered... Sarah was able to complete all of the homework that I assigned last week. She did very well on the writing section but struggled with some of the Heart of Algebra questions in the Math section. We reviewed each of the questions that she missed and discussed how to attack them in the future.

Student Progress: Sarah is progressing well and continues to reduce the number of questions that she missed.

Areas for Continued Improvement: continue practicing the heart of algebra questions

Homework Assigned/Suggestions for Additional Study: Test #3 Sections 1 and 3.

Subject tutoring session note sample

In this session, we covered... We worked on reviewing Sarah's homework and review sheet. She did very well on multiplying/dividing polynomials but struggled with simplifying radicals. We reviewed the concept and by the end of the session Sarah was able to complete the questions without help. Continued practice will help reinforce these concepts

Student Progress: Sarah is very motivated and determined to grasp the harder concepts. She is doing well.

Areas for Continued Improvement: practice simplifying radicals

Homework Assigned/Suggestions for Additional Study: study for test