

Sample Monthly Report

Example District Partnership, March 2026 (mock data for demonstration)

Executive Summary

Tutoring delivery remained on pace with the annual allocation. Mathematics and SAT/ACT prep accounted for the majority of hours. Referral response times stayed within target. Two schools showed rising AP Calculus demand.

HOURS DELIVERED	HOURS REMAINING	STUDENTS SERVED	ACTIVE STUDENTS
142	318	47	39
SCHOOLS SERVED	AVG SESSION LENGTH	ATTENDANCE RATE	NEW REFERRALS
4	55m	94%	11

Subject Breakdown

Subject Area	Hours	% of Total
High School / College Math	62	44%
SAT / ACT Preparation	38	27%
AP Courses	28	20%
Physics	14	10%

Grade-Level Breakdown

Grade Band	Students	Hours
Grades 7–8	6	14
Grades 9–10	15	48
Grades 11–12	22	68
College / Dual Credit	4	12

Referral Sources

Source	Referrals
Counselor	18
Teacher	14
Intervention Team	9
Administrator	6

Operational Indicators

- Average response time (referral to first match outreach): 1.4 business days
- Projected year-end utilization: 82%
- Priority scheduling requests fulfilled: 97%

Administrative Notes

Two students paused temporarily due to schedule conflicts; both are expected to resume next month. AP Calculus AB waitlist cleared with additional tutor capacity.

Recommendations

- Expand evening availability for Grade 11 SAT Math demand
- Confirm Q2 quarterly review date with curriculum leadership
- Review small-group option for Algebra II intervention cohort

Sample only. Figures are illustrative and not from a live district account. Lincoln Sheets Tutoring · hello@lincolnsheetstutoring.com