**SAMPLE TIME SHEET**

*This will be e-mailed to you for completion each month.*

Tutor \_\_\_\_\_\_\_\_\_\_               \_\_\_\_\_\_\_\_Phone    \_\_\_\_\_                 \_
Student   \_\_\_\_\_\_\_                         Phone                 \_\_\_\_\_\_\_
Meeting day, time & place                                  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **MONTH & DATE** | **HOURS TUTORED** | **TUTOR PREPARATION HOURS** |
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| **Total:** |   |   |

We are currently working on:

Have you used or developed any supplemental materials? If so, please explain briefly.

Here’s a story or anecdote:

 I have a question and would like to be contacted.  \_\_\_Yes       \_\_ No

I need more materials.    \_\_\_\_Yes    \_\_\_\_No

If yes, I can best be reached at:

Has there been any change in employment for your student?    \_\_\_\_Yes (please explain)      \_\_\_\_\_ No

***Many thanks for meeting with your student and sharing your update!***