***DOCUMENTING YOUR WORK***

Tutors must complete and maintain accurate records on their time sheet. Tutors will not be paid for inaccurately documented sessions. The following is a sample time sheet.

ON PAPER

Tutor Name Course Cohort or Block

SS #

Fill out the top portion of the sheet with the pertinent information

Document training/meeting times in this top section.

Training/Meetings

Date:

For each tutoring session, enter the time you

start and the time you finish as well as the date.

Round your total time to the nearest 15 minutes.

Session 1—Date

Tutor: Time in: Time out: Total:

Student Time Student Time

1.

4.

2. 5.

3. 6.

The student must print their name and enter their exact time in and out on the time sheet.