MONTHLY WORK COPY TIME SHEET

Name _____   Month: _____

Daily and faithfully throughout the month record your hours tutored on the **Work Copy Time Sheet**. Record hours tutored for each day of the month in the appropriate monthly grid: **Content Classes and/or Dev-Prep Classes.** **Accurately and carefully** transfer your hours from each grid of the **Work Copy Time Sheet** to the appropriate companion grid on your **official HR tutor time sheet** that will be provided to you at the end of the month.

CONTENT CLASSES

General Population/Content Classes: Record hours of General Population tutoring of content classes ONLY--those that are <u>NOT</u> dev-prep classes--in the grid below.

Week Beginning: CONTENT CLASSES

Mo.	Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hours
								TOTAL	

DEV/PREP CLASSES

DEV/PREP: Record hours of tutoring of developmental and preparatory classes ONLY in the grid below. Dev-Prep classes include **developmental and prep reading, developmental and prep English, developmental and prep algebra.**

Week Beginning: **DEV/PREP CLASSES**

Mo.	Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hours
								TOTAL	

Complete tracking form on the reverse side of this sheet. Make a copy of your work copy grids/tracking form before turning in the form with your official time sheet at the end of the month.

4/17

Monthly Tracking Form: Student List and Data—Side Two

Please list the names of all students for whom you are providing tutoring this month. Check the appropriate boxes and record dates of no-shows/cancellations or dates of actual tutoring for each student. List the student multiple times if you are tutoring the student in more than one class. Turn in this sheet at the end of the month with your official time sheet(s).

Student	1:1	Group	Dev-Prep	Content Class	Dates Tutored	No-Show/ Cancellation Dates

Tutor's Name _____   **Date** _____