**Tutor Hour Log
Employee will complete and SUBMIT to obtain approval from parent/guardian and AYA Supervisor.
*To be used on a bi-weekly.***

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| **STEP 1: Student Information** |
| **Student’s First Name:** |  **Student’s Last Name:** |
| **Student’s Attending School:** | **Parent/Guardian Email *\*Required*** |
| **STEP 2: Tutor’s Information** |
| **Tutor’s First Name:** | **Tutor’s Last Name:** | **Pay Period Date:** |
| **STEP 3: Session Schedule** |
| **Date** | **Start Time** | **End Time** | **Tutor’s Notes** |
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| **Weekly Total:** | ***Parent Signature:*** |

**AYA Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**