

REPORTING HOURS

TUTOR NAME: _____

MONTH: _____

STUDENT NAME: _____

Date	Tutoring Hours	Preparation Hours	Administrative Hours

Tutoring Hours: Time spent tutoring

Preparation Hours: Time spent planning lessons

Administration Hours: Time spent traveling, attending LVVS functions, trainings etc.

These hours should be called/emailed to your tutor contact or the office after the first of every month.