Arlington ISD

Private Non Profit Schools

Tutoring Time Sheet

2015-2016

 Month of: January 2016

Print the following information legibly or complete electronically

Tutor: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Start Time | End Time | Time Worked | Work Done |
| 1 | F |  |  |  |  |
| 2 | S |  |  |  |  |
| 3 | S |  |  |  |  |
| 4 | M |  |  |  |  |
| 5 | T |  |  |  |  |
| 6 | W |  |  |  |  |
| 7 | TH |  |  |  |  |
| 8 | F |  |  |  |  |
| 9 | S |  |  |  |  |
| 10 | S |  |  |  |  |
| 11 | M |  |  |  |  |
| 12 | T |  |  |  |  |
| 13 | W |  |  |  |  |
| 14 | TH |  |  |  |  |
| 15 | F |  |  |  |  |
| 16 | S |  |  |  |  |
| 17 | S |  |  |  |  |
| 18 | M |  |  |  | HOLIDAY |
| 19 | T |  |  |  |  |
| 20 | W |  |  |  |  |
| 21 | TH |  |  |  |  |
| 22 | F |  |  |  |  |
| 23 | S |  |  |  |  |
| 24 | S |  |  |  |  |
| 25 | M |  |  |  |  |
| 26 | T |  |  |  |  |
| 27 | W |  |  |  |  |
| 28 | TH |  |  |  |  |
| 29 | F |  |  |  |  |
| 30 | S |  |  |  |  |
| 31 | S |  |  |  |  |

**Notes:**

* **Title 1 funds are supplemental and must not supplant direct instruction. Tutoring during the day must occur when there is not direct instruction from the classroom teacher, for up to 30 minutes a session for any grade level. Tutoring can occur before school, after school, and on Saturday. Providing services for students in grades Pre-Kindergarten, Kindergarten and 1st grade a minimum of 10 minutes up to a maximum of 1 hour per session, for grades 2nd to 12th a minimum of 10 minutes up to a maximum of 2 hours per session.**
* **AISD calendar will be followed- tutors cannot be paid for days when AISD is not in session.**
* **Student sign sheets with times- originals are to be sent to the district with Invoice.**
* **Assessment is required at a minimum during initial screening, mid-year, and end of the year. Parents are required to be notified of tutoring progress.**
* **Submit this form signed with Invoice.**

**Director's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**