

Monthly Tutor Report

Tutor Name: _____

Student Name: _____

Month/Year: _____

Activity: What was covered in the session (ex: Challenger L4, Lesson 5 & guided writing)

Student Hours: time tutor spent with student

Prep Hours: time tutor spent preparing lesson

Miles: miles traveled to & from tutoring site

Date	Activity	Contact Hrs	Prep Hrs	Miles
Totals:				
Total dollars (for office use only):				

Comments:

Tutor Signature _____

Date: _____



Please return this form to Tracy Geglein, Literacy Coordinator