

TUTOR REPORT FORM

Please check after you have submitted your time sheet on-line ☺

TUTOR: \_\_\_\_\_ STUDENT: \_\_\_\_\_

PROFESSOR: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ COURSE: \_\_\_\_\_

Please comment on:

1. What you worked on this session (i.e. note taking, test preparation, etc.)
2. How the student is responding.
3. Your plans for next session.
4. Any assignments which you gave to the student.
5. The type of preparation or professional development you have done.

\*\*\* Time to the nearest 1/4 hour please \*\*\*

DATE \_\_\_\_\_ TIME \_\_\_\_\_ to \_\_\_\_\_ am/pm ■ DATE \_\_\_\_\_ TIME \_\_\_\_\_ to \_\_\_\_\_ am/pm  
tutoring took place listed on time sheet

(Please check only one)

\_\_\_\_\_ TUTORING \_\_\_\_\_ TUTOR PREP \_\_\_\_\_ PROFESSIONAL DEVELOPMENT  
\_\_\_\_\_ NO SHOW (Mark 1/2 hr. on timecard) \_\_\_\_\_ CANCELLATION

COMMENTS:

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DATE \_\_\_\_\_ TIME \_\_\_\_\_ to \_\_\_\_\_ am/pm ■ DATE \_\_\_\_\_ TIME \_\_\_\_\_ to \_\_\_\_\_ am/pm  
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COMMENTS:

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COMMENTS:

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