Tutor Documentation Form

Tutor _____ **Student** _____

Teacher or Paraeducator
(please circle one)

Telephone _____

Email _____

School _____

Subject Area(s)

- ☐ Language Arts
- ☐ Mathematics
- ☐ Science
- ☐ Social Studies
- ☐ Foreign Language
- ☐ Other (specify below)

_____

Dates Met	Corresponding Time

Student need(s) and goal(s) addressed through tutoring services:

_____

_____

_____

Work completed during tutoring services:

_____

_____

_____

Plans for linking tutoring services to the school day:

_____

_____

_____

Please check appropriate boxes

- ☐ Goals for tutoring services have been met.
- ☐ Goals for tutoring services have not been met.
- ☐ Student is in need of additional tutoring services.

Please indicate how you have assessed that tutoring goals have or have not been met:

_____

_____

_____

This form must be submitted with timesheet in order for payment to be made.
This form may be submitted in lieu of an attendance sheet and can be utilized to document up to ten tutoring sessions with one student.