A+ Tutoring Log

North Kansas City Schools

Staley High School

_____
(Name)

_____ _____
(ID) (Graduation Year)

1. Please remember that the tutoring must be done under the direction of the NKC School District.
2. If you have any doubts that your tutoring activity will qualify, see the A+ Coordinator.
3. Record each day as a separate entry, with a district employee signature each day.
4. In the "START TIME/END TIME" columns, list the actual time you are tutoring. Example 3:45 pm/6:00 pm.
5. In the "TOTAL TIME" column. Record in 15 minute blocks of time as a decimal. Examples: .25, .50 or .75 (**NO ROUNDING**).
6. If the signature is difficult to read, please print name beside signature. A+ Coordinator must be able to know whom to contact to verify hours.
7. Total your hours for this particular sheet before returning it to the A+ Coordinator.
8. Turn log sheet in at the end of each semester. **All hours due by April 15 of senior year**.

DATE (00/00/00)	STUDENT(S) TUTORED (first name only)	LOCATION (School)	START TIME	END TIME	SIGNATURE & PHONE # OF DISTRICT EMPLOYEE	TOTAL TIME
					Total Hours	

Please turn in your log sheet at the end of each semester or when you have filled up a log sheet. Thank you.