

THE TUTORING CENTER IN THE OFFICE OF LEARNING SERVICES

118 Lyle Hall

871-2420

Tutoringcenter@millersville.edu

INDIVIDUAL TUTORING TIME SHEET

1. Please print *clearly* and fill out form completely.
2. Use one sheet per pay period and per person.
3. Turn in "Time Sheets" and "Professor Contact Forms" following the schedule on the back of this form.

Department: _____

Pay Period #: _____

(One time sheet per person per pay period)

Tutor's Name: _____

Social Security #: _____

Student's Name: _____

Course Tutored: _____

Date	Time	# of Hours Tutored	Student ID #	Student Signature	Office Use Only Total Hours

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TUTORING JOURNAL: _____

(Name of Tutee)

Tutoring Session Date	Materials, Topics, Problems Covered During Session

CANCELLATIONS:

DATE/TIME	REASON

NO SHOW:

DATE/TIME

NAME OF TUTOR: _____

TURN THIS IN WITH YOUR PAYROLL TIME SHEET!