

GTALC Monthly Tutoring Form

Last revised 1/14/2012

Please complete this form and mail or fax (231-922-4643) by the 10th of each month to the office, GTALC P.O. Box 1185 Traverse City, MI 49685-1185 or email to gtalc22@gmail.com.

(ONE sheet per student per month)

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|--------|--|
| Tutor: | Student: |
| Month: | Please do not put more than 1 month on a form. |

Hours are calculated in 15 minute increments.

15 min. = .25 30 min. = .50 45 min. = .75 60 min. = 1.00

| Date | Tutoring Hours | Lesson Preparation | Travel Time | Meeting Place | Meeting Time |
|--------------|----------------|--------------------|-------------|---------------|--------------|
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| Total | | | | | |

Please tell us about new changes for your student (getting a job, losing a job, getting a computer, having a child, etc.)

If tutoring has stopped for more than 3 weeks, please indicate date and planned date to resume.

| | |
|------------------------|--|
| Date of last session | |
| Date planned to resume | |
| Reason for stopping | |
| Other | |

Notes or comments

****If you or your student have terminated the tutoring arrangement, please notify the GTALC office or you Tutor/Student Coordinator.**