

TUTOR CONTACT LOG

* **NOTE:** Tutoring time **MUST** be rounded to 15 minute increments (ex. 1:00, 1:15, 1:30, 1:45...). Tutoring can **NOT** go up to a scheduled class time.

Tutor: _____

Month/Year: _____

Date	Time In	Time Out	Total Time	Service Code(s)	Subject <i>(ex. MAT 70)</i>	Brief Description of Tutoring Session	Student's Signature	Tutor's Signature

SERVICE CODES:

- | | |
|--|--------------------------------|
| 1 - Peer Tutoring (one to one) | 11 - Reader/Notetaker Services |
| 2 - Peer Tutoring (group) | 17 - Peer Counseling |
| 3 - Professional Tutoring (one to one) | |
| 4 - Professional Tutoring (group) | |