Griffin Technology Academies Tutor Timesheet

Name_____ Month_____

Directions: Place a check mark in appropriate program columns. Time key: Record 1.75 for each block period, 1 for each 5th period, and .5 for minimum day periods and ED-RTI. If you only work for part of any given period, adjust time as necessary. Have each supervising teacher initial next to your hours each day. *Please note: Take a 30-minute lunch if you are working over 5 hours on any given day. Lunch is unpaid. Submit to Diane Rogers after collecting signatures.

Date	Day	AVID	Other	ASP	Time In	Time Out	Time In	Time Out	Total Hours	Supervising Teacher Initials

Hour Totals: AVID _____ Other Programs _____ ASP_____ All Program Cumulative Total _____

Signatures:

Tutor _____ AVID Coordinator_____ Tutoring Coordinator_____ ASP Director_____