

**EXTENDED SCHOOL SERVICES - PROJECT 120X
WHITLEY COUNTY SCHOOL DISTRICT
TUTORIAL REPORT/TIMESHEET**

Instructors/Tutors will be paid for tutorial sessions when a minimum of five students are in attendance. Sessions with fewer than five participants should be cancelled. The instructor/tutor is to remain in the assigned, tutorial classroom for the **FULL SESSION**. Tutorial report/timesheets are to be submitted **EACH** month. The first report is due at the end of September. Each instructor/tutor is to submit the following data:

INSTRUCTOR/TUTOR: _____

EMPLOYEE NUMBER: _____

SCHOOL: _____

SUBJECT AREA: _____

CHECK APPLICABLE BOX:

- BUILDING COORDINATOR
- INSTRUCTOR (MUST HOLD TEACHING CERTIFICATE WITHOUT RESTRICTION OR BE SERVING INTERNSHIP)
- INSTRUCTIONAL ASSISTANT @ \$7.25/hour
- STUDENT/PEER TUTOR @ \$7.25/hour
(CURRENTLY ENROLLED IN WHITLEY COUNTY SCHOOLS)

RECORD THE FOLLOWING DATA FOR EACH SESSION.

DATE	NUMBER OF STUDENTS	TIME OF SESSION		# HOURS WORKED	INSTRUCTOR/TUTOR SIGNATURE	PRINCIPAL'S VERIFICATION
		BEGINNING	ENDING			
		TOTAL HOURS				

PAYMENT APPROVED BY: _____
EXTENDED SCHOOL SERVICES COORDINATOR