**Tutor Hours Tracking Sheet**

Please record the number of hours you spend tutoring each week. Though preparation time varies depending on your learner’s needs, we recommend spending about 30 minutes prepping for each hour of tutoring and spending at least 10 minutes reflecting on each session.

**Learner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tutor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ July 2013 to June 2014**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Month | July | | | | | August | | | | | September | | | | | Quarter 1 TOTAL |
| Week |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | | | | |
| Month | October | | | | | November | | | | | December | | | | | Quarter 2 TOTAL |
| Week |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | | | | |
| Month | January | | | | | February | | | | | March | | | | | Quarter 3 TOTAL |
| Week |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | | | | |
| Month | April | | | | | May | | | | | June | | | | | Quarter 4 TOTAL |
| Week |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |