

# Drop-In Tutoring Attendance

Office use only

Tutor: \_\_\_\_\_

Course(s): \_\_\_\_\_

Pay Period: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Please sign in and print clearly!

Day of the week:

| Today's date:

| Session Time:

Name	Course #	Time in

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| Session Time:

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Today's date:

Session Time:

Name	Course #	Time in

Name	Course #	Time in

**Please list any class attendance, professor meetings, and other prep in chronological order.**

Date	Time	Prep Details
1/8/18	6PM-7PM	Meeting with professor and class agenda planning

***I verify that all the above information is accurate and true. I have entered and submitted this time on Kronos and verified that my Drop-in tutoring sign-in sheet and Kronos are consistent.***

Tutor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Total Hours Worked: \_\_\_\_\_