

# Supplemental Instruction Attendance Sheet

*Office use only*

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

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

SI Leader: \_\_\_\_\_

Course: \_\_\_\_\_ Instructor: \_\_\_\_\_

**Please Print Clearly!**

Attendee Sign-In:

Date:	Time:
1.	8.
2.	9.
3.	10.
4.	11.
5.	12.
6.	13.
7.	14.

Date:	Time:
1.	8.
2.	9.
3.	10.
4.	11.
5.	12.
6.	13.
7.	14.

Date:	Time:
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5.	12.
6.	13.
7.	14.

**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 SI attendance sheet and Kronos are consistent.

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

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

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