

Drop-In Tutoring Sign-In Sheet

Please Print Clearly

Tutor: _____

Course(s): _____

Date: _____

Time: _____

Attendees:

1. _____
2. _____
3. _____
4. _____
5. _____

6. _____
7. _____
8. _____
9. _____
10. _____

Date: _____

Time: _____

Attendees:

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Time: _____

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Time: _____

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- 7. _____
- 8. _____
- 9. _____
- 10. _____

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Time: _____

Attendees:

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- 2. _____
- 3. _____
- 4. _____
- 5. _____

- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

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

Example: 9/15/11 Prep 1:00 to 2:00

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

Tutor Signature: _____

Date: _____

Total Hours Worked: _____