TRIO-STUDENT SUPPORT SERVICES
TUTOR/PARTICIPANT ATTENDANCE RECORD

MONTH OF:_____ **TUTOR: _____**

DATE	START TIME	END TIME	PARTICIPANT NAME	SUBJECT TUTORED	INSTRUCTOR CONTACTED	NO SHOW	TOTAL HOURS

(OVER)

DATE	START TIME	END TIME	PARTICIPANT NAME	SUBJECT TUTORED	INSTRUCTOR CONTACTED	NO SHOW	TOTAL HOURS
Date	Start Time	End Time	**TUTORING / NO SHOW SUBTOTAL:**				
			PAPERWORK (Include on Payroll Timesheet)				
						MONTHLY TOTAL HOURS:	

PAPERWORK = .50
NO SHOWS (N/S) = .25

_____ _____/_____/_____
TUTOR SIGNATURE **DATE**

_____ _____/_____/_____
TUTOR COORDINATOR SIGNATURE **DATE**

******Attendance Record Form is due at the end of the month, along with tutor journals and timesheet!!!***

Attendance Records – Tutors (word) 05/02