**Tutor Hour Log  
Employee will complete and SUBMIT to obtain approval from parent/guardian and AYA Supervisor.  
*To be used on a bi-weekly.***

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| **STEP 1: Student Information** | | | | | |
| **Student’s First Name:** | | | | **Student’s Last Name:** | |
| **Student’s Attending School:** | | | | **Parent/Guardian Email *\*Required*** | |
| **STEP 2: Tutor’s Information** | | | | | |
| **Tutor’s First Name:** | | | **Tutor’s Last Name:** | | **Pay Period Date:** |
| **STEP 3: Session Schedule** | | | | | |
| **Date** | **Start Time** | **End Time** | | **Tutor’s Notes** | |
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| **Weekly Total:** | | | ***Parent Signature:*** | | |

**AYA Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**