PLTC TUTOR LOG SHEET

Tutor Name (First and Last):	*Please Check Type of Session*	**Assigned**		**Academ. Dept.**	
		Drop-in		**Course # (if attached)**	
	Total Session(s) Time to nearest 15 minutes:				

For PLTC Use Only	
Date Entered:	
Payroll:	
Logged By:	

Date of Session (mm/dd/yy)	Student (Tutee) Name (First and Last)	Mailbox Unit #	Class Year	Dept	Course #	Assigned or Drop-in (A or D)	Time In	Time Out	Total time **tutee** spent in session to nearest 15 min. (xx hr, xx min)
10/23/08	Sample Student	4151	2010	ITAL	101	A	8:30	9:00	0 hr, 30 min
								Total Amount of Tutee Time:	

Instructions to Tutors:	
	1. Please Print Legibly.
	2. Turn in your paper logsheets to the PLTC or submit electronic logsheets to the Dept Tutor conference/Completed Logsheets folder according to the payperiod schedule and email reminders.
	3. Late logsheets = Late pay
	4. If no one came, write NOC in column under Student Name. Also include Dept and Course # if you are an attached tutor.
	5. **One Drop-In Session per logsheet**, but you can put **multiple Assigned Tutor Sessions on one logsheet**. Do not combine Drop-In and Assigned sessions on the same logsheet.