DROP-IN AND ATTACHED TUTORING LOG SHEET

Tutors: Please fill in all columns

Tutor Name(s):		Department:	
(First and Last)		Course # (if Attached):	
		Date (mm/dd/yy):	
		Total Session Time to nearest 15 minutes:	

Students: Please fill in all columns

Student Name (First and Last) Please print legibly	Mailbox Unit #	Class Yr	Course Number

Instructions for tutors:

1. Complete one log sheet per drop-in session.
2. If no one came, write "**No One Came**" in the first column under Student Name.
3. Turn in your log sheets at the PLTC on the 16th and 1st of each month.

For PLTC Use Only

Date Entered:
Payroll:
Logged By: