

# Tutor's Summary Sheet

School: \_\_\_\_\_

Student: \_\_\_\_\_ Casemanager: \_\_\_\_\_

Date	Student Present	Subject(s)	Assignments	Work Completed	Hours Worked
	: Yes : No				
	: Yes : No				
	: Yes : No				
	: Yes : No				
	: Yes : No				

*This summary report must be completed every week by the instructor and submit two forms to the Director of Special Services with the timesheet.*

*If a student does not attend instruction for two weeks, the instruction should be discontinued and Special Services should be notified. (860 465-2512)*

**I verify that the above information is accurate.**

\_\_\_\_\_  
Tutor's Signature