

Please insert date of attendance on top row, write in the minutes in the box under the date, and code their individual box as applies. Use the codes listed below. TURN IN TO Building Secretary or tutoring coordinator Daily

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Name	code	Time Spent
John Doe	R	30

Name	code	Time Spent

R-Remedial

O-Other

R would include students who are in need of re teaching, re taking test, missing work, working below course/grade level or who are in danger of failing.

**ALL STUDENTS NEED TO GET A SNACK AND SIGN IN WITH THE OFFICE**