

# Tutorial Program Procedures

FP 100-7

- Teacher/Student ratio must be at least 1 to 4
- A paraprofessional must be under the direct supervision of an HQ teacher
- Paraprofessionals earn hourly rate; overtime rate after 40 hours
- Teacher, paraprofessional, and students **MUST** sign in and out **EACH** day
- The attached sign in sheet must be used – **NO OTHER FORM CAN BE USED**
- Teacher and/or Para name & Emp. I. D. # can be typed on the **LEFT** side of the sign in sheet **ONLY**
- Date, Time in & out, and signature must be legibly handwritten
- Tutorial may begin before 3:30 if Form C - Early Arrival Verification is completed and attached to the supplemental pay forms EACH MONTH
- Scratch outs and changes are audit exceptions
- Any scratch outs or changes must be initialed & dated by employee & principal

## Single Session Per Day (Example: 3:30–4:30 session)

- One sign in sheet per day
- Students' names may be typed or written on **LEFT** side **ONLY**
- Students' time in & out can be typed or written once
- Students' must sign their names in right column

## Multiple Sessions Per Day (Example: 9:00–9:30; 9:30–10:00; 10:00–10:30; etc.)

- One sign in sheet per day (2<sup>nd</sup> page may be used if needed)
- Students' names may be typed or written in first column
- Students' time in & out can be typed or written by their name
- Students must sign their names in right column

## End of Month

- Principal must sign at bottom of each sign in sheet as verification
- Supplemental pay forms must match sign in sheets (time in & out)
- Supplemental pay forms must be submitted at the end of each month
- Attach a copy of the sign in sheets to the supplemental pay forms
- Supplemental pay forms are due in the Federal Programs office before the last 2 business days of each month.