

Home Tutor/Instruction Time Sheet

WORTHINGTON SCHOOLS

Name of Student _____ Parent or Guardian _____

School _____ Grade _____ Teacher _____

Student's disability _____

Initial Date of Home Tutoring/Instruction _____ Final Date of Home Tutoring/Instruction _____

Home Tutoring/ Instruction Location _____

NUMBER OF HOURS TUTORED/INSTRUCTED

The Board of Education will assume expenses of home tutoring/instruction if approved by the Director of Special Education, for a maximum of five hours per week inclusive of all subjects tutored/instructed unless otherwise specified by the Director of Special Education. All home tutoring/instruction must be completed during the regular school year unless special conditions have been approved by the Director of Special Education. Under no conditions will pay be received for home tutoring/instruction submitted after June 30.

Number of days absent due to disability _____

	DATE	START TIME	END TIME	TOTAL HOURS
SUN				
MON				
TUES				
WED				
THURS				
FRI				
SAT				
			TOTAL HOURS	
SUN				
MON				
TUES				
WED				
THURS				
FRI				
SAT				
			TOTAL HOURS	

***Submit time sheets according to the calendar of due dates provided on the back of this form.**

Home Tutor/Instructor Signature _____ Total Hours of home tutoring/instruction provided _____

Address _____

Phone # _____
10/2017
HI-d

Director of Special Education Signature _____

FOR OFFICE USE ONLY:

Hours Rate Total Amt

ALL EMPLOYEES & SUBSTITUTES

2025-2026

Beginning	Ending	Due to Supervisor	Due to Payroll	To Be Paid On
Sunday, July 20, 2025	Saturday, August 2, 2025	Monday, August 4, 2025	Wednesday, August 6, 2025	Wednesday, September 10, 2025
Sunday, August 3, 2025	Saturday, August 16, 2025	Monday, August 18, 2025	Wednesday, August 20, 2025	Thursday, September 25, 2025
Sunday, August 17, 2025	Saturday, September 6, 2025	Monday, September 8, 2025	Wednesday, September 10, 2025	Friday, October 10, 2025
Sunday, September 7, 2025	Saturday, September 20, 2025	Monday, September 22, 2025	Wednesday, September 24, 2025	Friday, October 24, 2025
Sunday, September 21, 2025	Saturday, October 4, 2025	Monday, October 6, 2025	Wednesday, October 8, 2025	Monday, November 10, 2025
Sunday, October 5, 2025	Saturday, October 18, 2025	Monday, October 20, 2025	Wednesday, October 22, 2025	Tuesday, November 25, 2025
Sunday, October 19, 2025	Saturday, November 1, 2025	Monday, November 3, 2025	Wednesday, November 5, 2025	Wednesday, December 10, 2025
Sunday, November 2, 2025	Saturday, November 15, 2025	Monday, November 17, 2025	Wednesday, November 19, 2025	Wednesday, December 24, 2025
Sunday, November 16, 2025	Saturday, December 6, 2025	Monday, December 8, 2025	Wednesday, December 10, 2025	Friday, January 9, 2026
Sunday, December 7, 2025	Saturday, December 20, 2025	Monday, December 22, 2025	Thursday, December 25, 2025	Friday, January 23, 2026
Sunday, December 21, 2025	Saturday, January 3, 2026	Monday, January 5, 2026	Wednesday, January 7, 2026	Tuesday, February 10, 2026
Sunday, January 4, 2026	Saturday, January 17, 2026	Monday, January 19, 2026	Wednesday, January 21, 2026	Wednesday, February 25, 2026
Sunday, January 18, 2026	Saturday, January 31, 2026	Monday, February 2, 2026	Wednesday, February 4, 2026	Tuesday, March 10, 2026
Sunday, February 1, 2026	Saturday, February 14, 2026	Monday, February 16, 2026	Wednesday, February 18, 2026	Wednesday, March 25, 2026
Sunday, February 15, 2026	Saturday, March 7, 2026	Monday, March 9, 2026	Wednesday, March 11, 2026	Friday, April 10, 2026
Sunday, March 8, 2026	Saturday, March 21, 2026	Monday, March 23, 2026	Wednesday, March 25, 2026	Friday, April 24, 2026
Sunday, March 22, 2026	Saturday, April 4, 2026	Monday, April 6, 2026	Wednesday, April 8, 2026	Friday, May 8, 2026
Sunday, April 5, 2026	Saturday, April 18, 2026	Monday, April 20, 2026	Wednesday, April 22, 2026	Friday, May 22, 2026
Sunday, April 19, 2026	Saturday, May 2, 2026	Monday, May 4, 2026	Wednesday, May 6, 2026	Wednesday, June 10, 2026
Sunday, May 3, 2026	Saturday, May 16, 2026	Monday, May 18, 2026	Wednesday, May 20, 2026	Thursday, June 25, 2026
Sunday, May 17, 2026	Saturday, June 6, 2026	Monday, June 8, 2026	Wednesday, June 10, 2026	Friday, July 10, 2026
Sunday, June 7, 2026	Saturday, June 20, 2026	Monday, June 22, 2026	Wednesday, June 24, 2026	Friday, July 24, 2026
Sunday, June 21, 2026	Saturday, July 4, 2026	Monday, July 6, 2026	Wednesday, July 8, 2026	Monday, August 10, 2026
Sunday, July 5, 2026	Saturday, July 18, 2026	Monday, July 20, 2026	Wednesday, July 22, 2026	Tuesday, August 25, 2026

THE ABOVE SHADED DATES REQUIRE YOU TO USE THE SHADED AREA ON THE TIME SHEET

DATES IN GRAY AREA REPRESENT A THREE WEEK PAY PERIOD