

Somers Central School District

P. O. Box 620

Lincolndale, New York 10540

HOME TUTORING TIME SHEET
Budget Code: A2110-137-01 02 03 04

Teachers: Please submit a hard copy of this form to your building principal. Building principals will forward to the Director of Counseling. For online tutoring sessions, please attach a parent email outlining and confirming the tutoring hours that were completed as noted.

This time sheet must be submitted within two weeks of delivery services.

Employee Name: _____ **BLDG:** _____ **DATE:** _____

Tutoring Guidelines

- *Grades K-5=10 hours per week; Grades 6-12=15 hours per week*
- *Teachers may deliver home tutoring to students not on their roster either at home (with a parent present) or via Teams.*
- *Teachers may deliver home tutoring to students on their roster via Teams only (not in person).*
- *Tutoring should take place after school hours or during a teacher's lunch.*
- *Tutoring is paid by the hour, not per student.*

Date of Service	Time of day Tutored	Hours Tutored	Student's Name	Grade and Subject Tutored

Total hours: _____

I certify that my child has received the above listed tutoring services:

Parent Signature (or attach email confirmation)

Date

Employee Signature (Tutor)

Date

Building Principal

Date

Director of School Counseling and Student Support

Date