



## STUDENT ATTENDANCE SHEET

Attendance sheets can be emailed to [zcolon@waterburyct.org](mailto:zcolon@waterburyct.org), mailed to the address below, or faxed to 203-574-8055  
 Literacy Volunteers of Greater Waterbury 267 Grand St Waterbury, CT 06702

**REPORTS ARE DUE BY THE 5<sup>th</sup> OF EVERY MONTH**

TUTOR NAME: \_\_\_\_\_

TUTORING SITE: \_\_\_\_\_

MONTH & YEAR: \_\_\_\_\_

MEETING DAY/TIME: \_\_\_\_\_

*Please put hours in each box, not check marks. Use the following codes when entering student's lack of attendance:*

EX =Excused (Student called)    H=Holiday    NS=No Show    C=Canceled by Tutor

**STUDENTS**

**CLASS DATE(S)**

FIRST NAME	LAST NAME								TOTAL HOURS
<b>Tutor's instructional Hours</b>									
<b>Tutor's Preparation Time</b>									

**COMMENTS ON STUDENT PROGRESS & GOALS SET AND/OR ACHIEVED:**

**HOW CAN LV STAFF FURTHER ASSIST YOU, THE TUTOR? Ex: Materials, resources, more training, etc.?**

**CHANGES IN STUDENT INFORMATION: *Please review student(s) registration form and report any changes (address, phone, new job, etc. here)***