Entered into SA:	Entered into Excel:

Success at Southern **Tutor Contact & Record Sheet** ***(One sheet per student)***

Term (circle) FA WN SP SU **Year** _____

Student Name _____ **Tutor Name** _____

(Last, First) (Last, First)

Course Number & Name	**Mtg. Date/Time**	**Info Covered or no shows**	**✓ if during SAS class**	**✓ for Group**	***Hrs in decimal****
Crafts 101, Gen Basketweaving	*2/14/07 1-3p*	*How to pick, dry, and preserve grasses; basic braiding principles*			*T 2.25*
Crafts 101, Gen Basketweaving	*2/16/07 9:30-10a*	*Research snack baskets for berry picking*			*P .5*

* Add tutoring (T) or preparation (P) or group (G) times to the SOU time sheet as separate entries. To avoid delays on processing your time sheet, be specific and clear about times and dates recorded. Don't forget to add hours to your time sheet and sign in PEN!

Total individual tutoring hours_____
Total group tutoring hours _____
Total preparation hours _____
Total No Show _____