

**MARGARETTA LOCAL SCHOOLS
TUTORING TIME SHEET**

Name of Instructor _____

Name of Student _____ Grade Level _____

Pay Period Beginning Date _____ Ending Date _____

The State Department only recognizes a maximum of 5 hours of tutoring per week. This is equivalent of 1 hour of tutoring per major subject. Tutoring shall be done on regularly scheduled school days (exceptions or adjustments should be worked out with the respective principal). Only active teaching will be considered for pay purposes on the time sheet. Turn in one time sheet per student.

Days Requiring Tutoring	Subjects Taught	Date of Service	Hours

Principal Signature Date

Total Hours _____

Rate of Pay _____

Amount Due _____

Treasurer Signature Date

Payroll _____