St. Teresa's Academy A+ Tutoring Log

Name (print): _____ Graduation Year: _____

- Log all academic tutoring hours/minutes in the space provided below. Tutoring must be at an approved tutoring location and must be unpaid. The cooperating teacher must sign off on the log each time. If a non-STA teacher, they must include their contact information.
- 50+ hours of tutoring are required for completion. Time should be recorded in minutes, not by class periods.
- Sign bottom of time sheet when complete and turn in to College Counseling NO LATER than May 15 of each year, May 1 of senior year.

DATE	SCHOOL or ORGANIZATION	TIME STARTED	TIME ENDED	HOURS/MINUTES OF TUTORING (round to nearest 5)	NAME OF VERIFYING STAFF MEMBER	EMAIL OR PHONE OF STAFF MEMBER

TOTAL HOURS _____

Signature: _____ Date: _____

Office Use- Date Submitted: _____Total Approved Time: _____ Date confirmed with verifying staff _____

Approval by College Counseling: _____ Copy given to applicant: _____ Hours recorded in PowerSchool _____