Academic Support & Enrichment Center
Tutor Verification & Summary Report

Please make sure your tutee completes one box on this form each time you end a tutoring session. More than one tutee may be listed on this form, but please use an additional form if you have more than ten different tutoring sessions per pay period. **The tutee must print AND sign his/her name on the record of EACH tutoring session, verifying that the information provided is accurate. Falsification of this document will result in termination from the program and potential judicial action from the University.**

Return this completed form to the Academic Support & Enrichment Center (Doane 104) on the **Monday after** the last day of the bi-weekly pay period. Please submit your bi-weekly timesheet online. **Online timesheets not accompanied by Tutor Verification & Summary forms will not be processed or approved.**

Tutor Name _____ Tutor Signature _____

Date	Hours[1]	Course # & Professor	Session Summary[2]	Tutee Name, Signature[3] & Class Year

[1] Indicates the actual **hours of the day/night** that the tutoring session occurred. Example: 9:00-10:15 PM
[2] Brief summary of the time spent tutoring. Example: Prepared for a specific exam, solved a specific problem set, etc.
[3] Tutees, please PRINT **and** SIGN your name in this box.