



AMERICA READS – DAILY WORK LOG

Timesheet must be signed by a school official EACH DAY worked during the two week pay period.

Tutor Name (print): _____

- School: Front Elementary ABGS Roosevelt Children’s Academy **Shuttle
 Sewanhaka H. Frank Carey HS Jackson Annex Barack Obama **Drive/Other

Hours for the 1 st half of the pay period list below:					*Must take 1/2 lunch if working over 6 hrs			SCHOOL OFFICIAL SIGNATURE	
MONTH	DAY		FROM	TO	LUNCH	FROM	TO	TOTAL:	
		Mon							
		Tue							
		Wed							
		Thu							
		Fri							
Hours for the 2 nd half of the pay period list below:				Total hours READING, WEEK 1:					
		Mon							
		Tue							
		Wed							
		Thu							
		Fri							
				Total hours READING, WEEK 2:					
For Career Center use ONLY – TOTAL HOURS for TWO WEEKS:									

Tutor signature: _____ Phone: _____ Date _____

- | | |
|--|--|
| <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/> Arrived on time?</p> <p><input type="checkbox"/> <input type="checkbox"/> Gave advance notice if unable to attend?</p> <p><input type="checkbox"/> <input type="checkbox"/> Acted professionally and responsibly?</p> | <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/> Interacted with children appropriately?</p> <p><input type="checkbox"/> <input type="checkbox"/> Provided quality experiences?</p> <p><input type="checkbox"/> <input type="checkbox"/> Dressed professionally?</p> |
|--|--|

If you answered no to any of the above, please give a brief explanation.

Teacher signature Teacher Name (print)

Complete and sign this sheet and return to the Career Center no later than 4 pm, Friday. It may also be faxed to 516.877.3136