



# CHESHIRE COUNTY ADULT LEARNER SERVICES

Katie Delaney, Adult Learner Services Coordinator

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## Quarterly Tutorial Hours Report

Current Quarter: \_\_\_\_\_



Tutor Name: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Quarter 1 = July, Aug., Sept.; due by Oct. 6

Quarter 2 = Oct., Nov., Dec.; due by Jan. 5

Quarter 3 = Jan., Feb., Mar.; due by Apr. 5

Quarter 4 = Apr., May, June; due by June 30

Learner: _____		Will tutoring continue? _____	
1 <sup>st</sup> Month: _____		Total Hours for Month: _____	
Week ending (Saturday):			
Hours:			
2 <sup>nd</sup> Month: _____		Total Hours for Month: _____	
Week ending (Saturday):			
Hours:			
3 <sup>rd</sup> Month: _____		Total Hours for Month: _____	
Week ending (Saturday):			
Hours:			

Learner: _____		Will tutoring continue? _____	
1 <sup>st</sup> Month: _____		Total Hours for Month: _____	
Week ending (Saturday):			
Hours:			
2 <sup>nd</sup> Month: _____		Total Hours for Month: _____	
Week ending (Saturday):			
Hours:			
3 <sup>rd</sup> Month: _____		Total Hours for Month: _____	
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Week ending (Saturday):			
Hours:			
3 <sup>rd</sup> Month: _____		Total Hours for Month: _____	
Week ending (Saturday):			
Hours:			

**Notes:** If you tutor just one person, use only one block. If you tutor more than 3 people, please make copies of the form before use OR request an **attendance chart** from Katie for all. Please use only for the 3 months of any one quarter at a time (i.e., don't combine September [Q1] with October and November [Q2]).

Email to: [kdelaney@sau29.org](mailto:kdelaney@sau29.org)  
 Fax to Katie's attention at (603) 357-9070  
 Postal Mail to: Adult Learner Services, Community  
 Ed., 438 Washington St., Keene, NH 03431