

LVA TIMESHEET for Fiscal year beginning July 1, 200__ to June 30, 200__

Student Name _____ Tutor Name _____

(Note: Use one sheet per student)

Month	Date	Lesson Planning	Class Time	Phone calls etc	Travel Time	Month	Date	Lesson Planning	Class Time	Phone calls etc.	Travel Time
July						January					
August						February					
September						March					
October						April					
November						May**					
December						June***					

Please report **Time Quarterly**. Reports should be sent to LVA by October 10, January 10, April 10 & July 10 for the previous quarter.
rev. 2/07