Lesson Record Sheet

Student:_____

Instructor:_____

LESSON DATE	NUMBER OF HOURS	CLIENT SIGNATURE	INSTRUCTOR SIGNATURE (IF APPLICABLE, AMOUNT REC.)

- Please make a note of money collected by tutor, if any (generally, tutors will not collect fees).
- Tutors: please report hours online by midnight each Sunday. You do not need to turn in this Lesson Record Sheet but you must keep it in a safe place, to provide back-up documentation in the event of an audit.

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