

Tutor Master Roster & Check Sheet

September 4, 20__

Tutor Name		H# (10 digit)	Time IN	OUT	Signature
Sample	Name	H0000000000	8:30a	5:00p	<i>Anissa Harris</i>

The Tutor Names and H# are filled in prior to training so tutors simply note their arrival and departure times. This info is then transferred to Accutrack as needed to track total training hours.

