

Read By: Clint Lupe Terri Zach Cesar Maria **Priority:** _____ **Real Date:** _____

Student ID: _____ **First:** _____ **Last:** _____ **Grade:** _____ **Program:** _____

Tutor/Advisor: _____ **HS:** _____ **Monitor:** _____

Today's Date: _____

Date Tutored: _____

Created: 12/12/08 **Time:** 1:35:23 PM **Mod:** 12/12/08 **Date Printed:** _____

What class was student taken out of last week? _____ **Class this week?** _____

Scheduled Time: _____ to _____ ***Actual Time:** _____ to _____

Reason for difference: _____

What follow-up if no contact: _____

Contact Type: E-mail In Person No Contact Phone _____ **Contact Type:** _____

If participant was absent or unprepared, is the tutoring absence excused? _____

AIP: *(complete section only if student is on AIP)*

Next week's objective: _____

Minutes of contact: *Academic _____

ACADEMIC COMMENTS: *(Discussion: i.e. in detail, was the objective met, strengths and weaknesses of the sessions, recommendations, concerns reactions to students, etc. List any tutor/advisor or student questions here.)*

Minutes of contact: *Counseling _____

COUNSELING COMMENTS

Minutes of contact: *Guidance _____

GUIDANCE COMMENTS

