Literacy Lubbock

Participation Record

Month_____ **Year**_____ **Instructor Name**_____

Please record preparation time, travel time, and contact time for each lesson. Please use one record per student per month. Enter the totals for the month at the bottom of each column.

This is a monthly time sheet. Please turn in by the 5th day of the following month.

Student Name	Date	Location	Time In	Time Out	Prep	Travel	Contact
			Totals				

Instructor's Signature_____