Literacy Volunteers of South Sarasota County
Attendance Sheet for Classes

Instructor's Name:

Enter Class Day (for example Monday) and **Student's Level** (for example ESL Beginner):

Please PRINT or TYPE	**Dates of Classes** →							**Student's Total Hours**
ID# and students' names below.	**Hours per class** →							

Instructor's Total Class Hours for month:	
Instructor's Total Prep Hours for month:	
Instructor's Total Travel Hours for month:	
* Instructor's Hours not related to class for month:	

Enter below **Names of Sub Instructors** and **Dates** they subbed:

* Annual Meetings, Tutor Training classes, Tutors Talking to Tutors, meetings and phone calls with Coordinator including related travel.