



Tutor Name: _____ **Organization/School:** _____

Instructions: This is an official document of the NTA for the documentation of hours.

Print Name (Student) or ID Signature (Student)	Subject/Objectives Covered	Formative Assessment Used	Level of Understanding	Time	Notes/Comments
Print (Name or ID) _____ Signature _____	Subject _____ Objectives Covered: • _____ • _____ • _____ • _____	How did you check for understanding? Examples: Summarization, exit ticket, etc. _____ _____ _____	<input type="checkbox"/> Basic <input type="checkbox"/> Proficient <input type="checkbox"/> Advanced <input type="checkbox"/> Additional Support Needed	Start Time: _____ End Time: _____ Total Tutoring Time: _____	
Print (Name or ID) _____ Signature _____	Subject _____ Objectives Covered: • _____ • _____ • _____ • _____	How did you check for understanding? Examples: Summarization, exit ticket, etc. _____ _____ _____	<input type="checkbox"/> Basic <input type="checkbox"/> Proficient <input type="checkbox"/> Advanced <input type="checkbox"/> Additional Support Needed	Start Time: _____ End Time: _____ Total Tutoring Time: _____	
Print (Name or ID) _____ Signature _____	Subject _____ Objectives Covered: • _____ • _____ • _____ • _____	How did you check for understanding? Examples: Summarization, exit ticket, etc. _____ _____ _____	<input type="checkbox"/> Basic <input type="checkbox"/> Proficient <input type="checkbox"/> Advanced <input type="checkbox"/> Additional Support Needed	Start Time: _____ End Time: _____ Total Tutoring Time: _____	
Print (Name or ID) _____ Signature _____	Subject _____ Objectives Covered: • _____ • _____ • _____ • _____	How did you check for understanding? Examples: Summarization, exit ticket, etc. _____ _____ _____	<input type="checkbox"/> Basic <input type="checkbox"/> Proficient <input type="checkbox"/> Advanced <input type="checkbox"/> Additional Support Needed	Start Time: _____ End Time: _____ Total Tutoring Time: _____	
TOTAL TUTORING TIME					

Basic—This level denotes partial mastery of prerequisite knowledge and skills that are fundamental for proficient work.

Proficient—This level represents a demonstration of competency.

Advanced—This higher level signifies superior performance.

Adapted from The National Center for Education Statistics

https://nces.ed.gov/nationsreportcard/ndehelp/webhelp/achievement_levels.htm