St. Michael the Archangel High School

A+ Incentive Program – A+ Tutoring Log

Student Name (printed): _____ ID #: _____

Contact #: _____ Graduation Year: _____

A+ participants must perform a minimum of 50 hours of approved tutoring/mentoring prior to deadlines set by SMA in the senior/graduation year. Tutoring/mentoring requirements must meet the following requirements:

- The participating student must have received the appropriate training prior to participation.
- Must be an approved program under the direct supervision of an approved staff member.
- Tutoring and mentoring must be performed. Community service does not count.
- Approved by the supervising A+ Coordinator prior to participation.

All tutoring/mentoring hours must be documented on this log and verified by the signature of the supervising teacher. Each line must be filled out completely, in detail, and prior to the supervising teacher's signature. Time is counted in minutes and should be logged with great accuracy. Participants may only log time actually spent tutoring/mentoring students.

Date (xx/xx/xx)	**Activity**	**Start Time**	**End Time**	**Total Time** in minutes	**Teacher's Signature**	**Tutoring Location**

_____ Total time (in minutes) on this sheet _____ Total hours completed toward 50 hr. requirement

****I understand that it is my responsibility to log my tutoring minutes each time I tutor and turn them into the A+ coordinator at the end of each semester**. I further understand that I can be removed at any time from this tutoring opportunity should my attendance or behavior not meet with school policy and/or A+ School requirements. **I do state that the above minutes spent tutoring/mentoring do meet the required guidelines as identified for A+ Program Participation and are authentic and accurate in their reporting.**

Student Signature: _____ Date: _____

A+ Coordinator Verification of Time: _____ Date: _____