

**INSTRUCTIONS FOR
FILLING OUT
EXTENDED CONTRACT TIME SHEET**

1. Please be sure each column is filled out completely and accurately.
2. Beginning and ending times should indicate a.m. or p.m.
3. When student count is duplicated you should add total students and divide by number of days to get average at bottom of form. See example.

Oct. 16 – 6 students – tutoring

Oct. 19 – 8 students – tutoring

Oct. 23 – 4 students – tutoring

Oct. 26 – 6 students – tutoring

Total 24 divided by 4 = 6 students

Six students should be reported at bottom of sheet.

4. No teacher will be paid for an Extended Learning Activity until s/he has filled out the attached Extended Learning Program Analysis Report. Columns not in use for this year have been marked through. Please fill out all other columns which apply to your activity.
5. Please do not mix tutoring, enrichment, summer school, etc. on the same roster. Please separate.