

A.N. McCALLUM HIGH SCHOOL

AUSTIN INDEPENDENT SCHOOL DISTRICT

Documented Tutoring Log

Student Name _____ Grade _____ ID _____

Date	Time In	Time Out	Duration	Running Total	Printed Teacher Name	Teacher Signature
1/4/2016	4:30	5:15	45 mins	0:45	Jane Doe	<i>Jane Doe</i>
1/5/2016	8:00	9:00	1 hour	1:45	John Public	<i>John Public</i>

Date	Time In	Time Out	Duration	Running Total	Printed Teacher Name	Teacher Signature

**Students must complete makeup hours within 30 days of the end of the semester in which the absences were accumulated.
 Students may make up absences if they have missed 10% but not more than 25% of the days of a class.
 One hour of tutoring makes up one class absence.**

- Absences that count against credit:**
 DI Documented Illness
 HSS Home School Suspension
 IM Immunizations, non-compliant
 MU Made Up
 OTH Other Circumstances
 UNX Unexcused Absence

- Absences that do not affect earning credit:**
 CRT Court
 FLD Field Trip
 HD Holy Day
 ISS In-School Suspension
 MED Medical
 SCH School
 TST Testing
 UIL UIL Event (University Interscholastic League)
 UT/T Unexcused Tardy/Tardy
 VST College Visit (juniors and seniors only; limit 2 per year)