



Monthly Record and Progress Report

Official Receipt

(To be completed by the tutor and signed
by the client on the last tutoring session of the month)

Form # 02

Parent's full name (file is under this name) _____

Student _____ Tutor _____

Month _____ Grade/subject _____

Briefly outline what was covered in the month.

Comment on how the student progressed.

Comment on the student by circling the appropriate answer.

Study skills and work habits	<i>above average</i>	<i>average</i>	<i>poor</i>
Effort and attitude	<i>above average</i>	<i>average</i>	<i>poor</i>
Progress in subject area	<i>above average</i>	<i>average</i>	<i>poor</i>

Write the days worked and the amount paid on each day in the chart below.

Week	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
	hours	rate	hours	rate	hours	rate	hours	rate	hours	rate	hours	rate	hours	rate
1														
2														
3														
4														
5														
Total														

Note: Educational services are not subject to HST. Tutoring expenses can be claimed for income tax purposes. Please save this receipt.

Total paid by client = _____

Client's signature

Tutor's signature

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