



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) Kathy Kim

Student: Henry Lee Tutor: Louise Furer

Month: September, 2017 Grade/subject: English 10

Briefly outline what was covered in the month.

Resume writing, editing, essay writing and bibliography format. Vocabulary building and spelling practice. Novel 'The Giver'. Comprehension, theme, plot, character development and literary techniques.

Comment on how the student progressed.

Henry needs to keep track of assignments due and dates of tests and quizzes on his own. His descriptive writing has improved. He recognizes a shift in verb tense and point of view. He enjoyed 'The Giver' and was able to express his insights clearly in discussion and writing.

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.

	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Week	hours	rate	hours	rate	hours	rate	hours	rate	hours	rate	hours	rate	hours	rate
1					1.5	67.50			1.5	67.50				
2					1.5	67.50			1.5	67.50				
3					1.5	67.50			1.5	67.50				
4					-----				2	90				
5					1.5	67.50								
Total					6	270			6.5	292.5				

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

Total paid by client = \$562.50 Five hundred sixty two dollars and fifty cents

Client's signature

Tutor's signature

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