[YOUR TUTORING BUSINESS]

TUTORING LOG

One line per session — when, how long, what we covered, the homework set and the plan for next time

STUDENT _____

SUBJECT OR COURSE _____

GRADE OR LEVEL _____

PARENT OR GUARDIAN _____

Fill in the line before the student leaves. At the end of the month, add up the hours column: it's the number the month's invoice is built from, session by session.

[Your tutoring business] · [Your phone] · [Your website]

DATE AND TIME	HOURS	WHAT WE COVERED	WORK SET	NEXT TIME

Free from zarla.com/guides/tutoring-log-template. Replace every [bracketed] line. Show families what they get each month on your website, and invoice the sessions from the same place: zarla.com/website-builder/tutoring