**INSTRUCTIONS**

Student Name: First **AND** last name  
Lesson Length: Circle appropriate duration (in minutes)  
Quantity: Number of lessons purchased  
Numbered columns: Date of each lesson in appropriate cell  
Parent and/or student must initial below each reported lesson date  
Total Hours Submitted [below]: Add total hours for applicable pay period

<table>
<thead>
<tr>
<th>Pay Period Due Date</th>
<th>1/1/16</th>
<th>1/15/16</th>
<th>1/29/16</th>
<th>2/12/16</th>
<th>2/26/16</th>
<th>3/11/16</th>
<th>3/25/16</th>
<th>4/8/16</th>
<th>4/22/16</th>
<th>5/6/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*approval by program coordinator’s initials only—do not fill this cell!