The Learning Support Centre
Dyslexia & Disability Specialists

Phoenix Yard
First Floor Jubilee Building
5 Upper Brown Street
Leicester
LE1 5TE

TIMESHEET

Students Full Name:
Students Place of Study:

Allocated hours for Academic year	
Hours remaining	

Support Type

- ☐ Assistive Support
- ☐ Electronic note-taking
- ☐ Examination Support Worker
- ☐ Reader (Exam)
- ☐ Scribe (Exam)
- ☐ Invigilator
- ☐ Library Support Assistant
- ☐ Manual Note-taking
- ☐ Mobility Support/Training
- ☐ Practical Support Assistant
- ☐ Proof reading support
- ☐ Sighted Guide
- ☐ Specialist Transcription
- ☐ Study Assistant (SA)
- ☐ Workshop/Laboratory Assistant
- ☐ Job Coaching (JC)
- ☐ Communication Support Worker

T: (0116) 2548881
E: info@learningsupportcentre.com

MONTH ENDING DATE: …… (Friday prior to 20th of month.)

Date worked	Time Started	Time Finished	Number of Hours	Student signature

Total Hours worked and type	

Name:	Signature:

Timesheets completed incorrectly will not be processed for payment

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