



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:

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

### Support Type

- Specialist Mental Health Mentor
- Specialist Autism Mentor
- Specialist Dyslexia Study Skills Support
- Specialist Autism Study Skills Support
- Language support Tutor for Deaf Students
- Assistive Technology Training (ATT)
- BSL Interpreter

Allocated hours for Academic year	
Hours remaining	

MONTH ENDING DATE: ..... (Friday prior to 20<sup>th</sup> of month.)

Date of booking	Student Signature to confirm booking or reference email on Max	Date of session	Time started	Time finished	Number of hours	Student signature
1.						
2.						
3.						
4.						
5.						
6.						

Total Hours worked	
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Name:	Signature:
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**Timesheets completed incorrectly will not be processed for payment**

Session number	Location of session	<i>Topics Covered</i>  <i>If your student has to cancel with less than 24hrs notice, please note this below and state reason for cancellation</i>	<b><i>Please feel free to leave any feedback on session</i></b>	<i>Action for next session</i>
1				
2				
3				
4				
5				
6				