

Student Visit Log

timeplanned

One sheet per student. One row per visit: date, stamp or tick, what you covered, initials.

Student: _____ Teacher / Studio: _____ Subject / Instrument: _____

Period: _____ Lessons prepaid: _____ Carried over from last sheet: _____

No.	Date	Time	Stamp / ✓	Topic covered · homework	Left	Paid	Initials student / parent
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

Visits attended: _____ Missed but counted: _____ Lessons remaining: _____

✓ or stamp: attended · M makeup lesson · C cancelled in time, not counted · X late cancellation or no-show, counted as a visit

Tip: have the student or a parent initial each row on the spot. A log both sides signed ends the end-of-month discussion before it starts.