

STUDENT – INSTRUCTOR MONTHLY REPORT FORM

For the month of: _____ Year _____

Name of Student: _____

Student Mailing Address: _____

Name of School/Shop: _____

Total hours each day of the month:

	DAYS OF THE MONTH																															TOTALS				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	For Month	To Date (last month)	To Date (this month)		
Hours of Attendance																																				

Hours Transferred, if any _____ Name of School: _____
 (Refer to 12 AAC 09.135 regarding transfer of hours)

Hours in attendance here _____ TOTAL HOURS _____

Total operations/hours TO DATE: _____

Minimum
Hours of
Instruction

1. Rules and regulations of the Alaska Board of Barbers and Hairdressers(25) _____
2. Preparatory theoretical instruction, including teaching techniques, lesson planning, methods of instruction, evaluation of instruction, student record keeping, state record keeping, and school operation.....(75) _____
3. Supervision of desk, booking appointments, and assigning student for clinic services(25) _____
4. Clinic floor supervision under direct supervision of licensed instructor.....(50) _____
- 5.. The remaining 425 hours must be completed as scheduled by the school, but must include:
 - (A) presentation of theoretical subjects in a classroom situation;.....(50) _____
 - (B) presentation of practical subjects in a classroom situation; and(50) _____
 - (C) supervision of clinic floor.....(325) _____

Signature of licensed instructor for the month

I certify to the correctness of this report.

(Instructor)

(Signature of Student)

(Date)

(Date)