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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name | |  | | | | Client Name | | |  | | Language | |  | | Job Number | | |  |
| Starting ILR Levels | | | Speaking: | | | | Listening: | | | | | Reading : | | | | Writing: | | |
| Consultant Name | | | |  | | | | **\*Please have student sign for any classes cancelled by the student with less than 24 hours’ notice** | | | | | | | | | | |
| Class Date | **Class Length\*** | | | | **Class Start & End Time** | | | | | **Class Content** | | | | | | | **Student Signature** | |
|  | **\_\_\_\_\_\_**hours | | | |  | | | | |  | | | | | | |  | | |
|  | **\_\_\_\_\_\_**hours | | | |  | | | | |  | | | |  | | |  | | |
|  | **\_\_\_\_\_\_**hours | | | |  | | | | |  | | | | | | |  | | |
|  | **\_\_\_\_\_\_**hours | | | |  | | | | |  | | | |  | | |  | | |
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|  | **\_\_\_\_\_\_**hours | | | |  | | | | |  | | | |  | | |  | | |
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|  | **\_\_\_\_\_\_**hours | | | |  | | | | |  | | | | | | |  | | |
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|  | \_\_\_\_\_\_hours | | | |  | | | | |  | | | |  | | |  | | |

**\*Please round class length to the nearest 15 minute increment.**

**\*\*Submit with monthly invoices by the first business day of the month to Jillian Mallon at jmallon@globalarena.com and** [**submissions@globalarena.com**](mailto:submissions@globalarena.com)**.**