

APPLICATION FOR TUTORING FOR CREDIT

It is the policy of the School Board to grant credit for tutoring for students who, for reason not under their control, need an alternative means of fulfilling Board requirements. Tutoring may not be used by students to avoid taking required courses offered in the school's regular program. Tutoring may also not be used to avoid summer school courses taken to repeat courses failed during the year. The following guidelines regulate the tutorial process:

- A. The parents or legal guardians of a student requesting tutoring must first confer with a guidance counselor and then obtain a tutoring application. The parents should complete the application and submit it to the building principal for final approval.
- B. The approval of a tutoring assignment will only be granted to a teacher properly certificated. Teachers will not be allowed to tutor their own students.
- C. The tutoring instructor is expected to file with the building principal a progress report each four (4) weeks.
- D. The maximum amount of credit which can count toward graduation is six (6) units (to a maximum of six (6) with no more than four (4) allowed for English, math, science, social studies, health, and physical education).
- E. For every half (1/2) unit of credit earned, the student being tutored is required to complete a minimum of twenty (20) hours of direct instruction and an additional forty (40) hours of related course work assigned by the tutor.
- F. The tutor fees will be charged on a per-hour basis. Parents or guardians are responsible for payment of the fees charged for tutoring.
- G. Credit toward graduation will be granted upon the successful completion of the course only after the tutor has filed a final report with the principal indicating the quality and quantity of work. A copy of the final report will become a part of the student's permanent record.
- H. If the tutor teaches the entire course, the tutor determines the final grade in accordance to Corporation guidelines. If the regular teacher is the teacher of record, that teacher will determine the grade with input from the tutor. In either case, the principal may adjust the grade at his/her discretion.

Student's Name: \_\_\_\_\_ Date of Application \_\_\_\_\_

Course to be Tutored: \_\_\_\_\_ Credit: \_\_\_\_\_

Parents' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Why is tutoring needed? Explain the specific situation which has led to the need for tutoring:

The principal's approval must be obtained before tutoring begins.

Tutor's Name: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed During and at the Conclusion of Tutoring:**

Interim Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Final Grade: \_\_\_\_\_ Credit: \_\_\_\_\_ Date: \_\_\_\_\_

**I grant the credit and grade as indicated above:**

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_