

Tutor and/or Computer Access Request **Date of Request** _____

Please print:

Name _____ School & Grade _____

Specific Course Name _____ Teacher _____

Home Phone _____ other phone #s _____



Tutoring is held **primarily** after school from 3:30to 5:30, depending upon tutor's schedule. Also, tutoring may take the form of a study group as opposed to individual tutoring. Student must be respectful, attentive, and serious about tutoring, or he/she will be dismissed. No misbehavior will be tolerated. Circle days you can come: Monday Tuesday Wednesday Thursday Sunday afternoon

Before you can request tutoring, you must have pursued tutoring options available through the school, individual teacher, and/or clubs/honor society. See the Tutor Teaching Survey form for more details.

Initial to indicate compliance with guidelines (1-7):

____ 1. Before your child will receive any tutoring, you must allow and give permission to SAEOC/ETS access to the Parent Portal for us to access their academic progress.

Parent Portal Sign-in _____

Password _____

____ 2. Cell phones, iPods, etc. must be turned OFF and out of sight

____ 3. I understand that a tutor will be paid to provide this service. If I miss a tutoring session without giving SAEOC 24 hours notice, I will be responsible for paying for that tutor time based upon the hourly rate for the tutor. No further tutoring will be scheduled until that obligation is complete. This debt will affect field trip eligibility.

____ 4. I will bring any materials, books, and current assignments of the subject for which I am requesting tutoring, so the tutor can better understand weak areas.

____ 5. I understand that tutoring does not replace completing homework, turning in assignments, and preparing for class work and tests.

____ 6. I will encourage my child to use www.HomeWorkAlabama.org, (free of charge) provided by the State Library of Alabama. Available Sunday-Thursday, 3pm until 10pm!!! (There are other services listed on the Dothan City Schools website, go to <http://dothan.al.dcs.schoolinsites.com>.)

____ 7. Our ETS tutor will encourage your child to use www.HomeWorkAlabama.org for tutoring because it teaches them to work interactively with an online tutor and access is available 7 hours Sunday-Thursday.

Failure to comply with 1, 2,3,4 or 5 will result in the tutoring to be discontinued immediately. You will be asked to leave the Center or designated location if you are driving yourself. If someone else is transporting you, then you will call that person to pick you up immediately.

Signatures required below by both student and parent:

I agree to attend and be prepared for the tutoring session as scheduled.

Student Signature: _____

I agree to provide transportation to/from the tutoring sessions at the stated times and locations (the ETS office or designated location), and will I pick my child up promptly at the stated ending time of each session.

Parent Signature: _____

Names and phone numbers of adults authorized to transport my child from each tutoring session are listed below (AAA Cab or other commercial transportation should be listed).

Name: _____ Phone(s): _____

Name: _____ Phone(s): _____

Name: _____ Phone(s): _____

Office Use Only

Tutor Assigned: _____ Day/Time: _____

To Begin: _____ Tutor Notified: _____



Southeast Alabama Education Outreach Center
Educational Talent Search
105 Pariton Avenue, P. O. Box 884 Dothan, Alabama 36303
Phone (334) 673-9996 Fax (334) 673-9475
www.saeoc.org



Date: _____ School: _____

Teacher's Name: _____ Grade: _____ Specific subject _____

Student's Name: _____ Student's cell phone _____

Do you text? ____ yes ____ no Do you check voice mail? ____ yes ____ no

Student's Email: _____

Please have your teacher, Honor Society sponsor, counselor, or administrator initial this section appropriately:

_____ Teacher help/tutoring unavailable for subject (High School and Middle School).

_____ Honor Society tutoring unavailable for subject (High School only).

Dear Teacher,

The above named student has requested tutoring services offered by our program. To better serve him or her, we are asking for your help.

Please mark all that apply:

Class Work: _____ Completes on time _____ Attempts _____ Incomplete

Class Attention: _____ Pays Attention _____ Asks for help _____ Talks/other distraction

Projects: _____ Completes on time _____ Attempts _____ Incomplete

Homework: _____ Completes _____ Incomplete _____ Does not submit

Notebook: _____ Completes on time _____ Attempts _____ Incomplete

Tests: _____ Well Prepared _____ Test Anxiety _____ Lack of preparation

Do you think tutoring is needed for this student? _____ Yes _____ No

What are your suggestions? _____

Comments: _____

Please list the best way to contact you: Phone _____ Email _____

Receive texts? ____ yes ____ no Phone number for texting or voice mail _____

If by phone or text, please list your available hours: _____

Please return this form to SAEOC/ETS, PO Box 884, Dothan, AL 36302 or Fax to 334-673-9475.

Parent: I give permission for my child's teachers communicate with SAEOC/Educational Talent Search about my child's academic work and needs to better help my child. This includes, but is not limited to grades, test scores and conduct reports.

Parent/Guardian Signature: _____ Best Phone Number: _____

Parent's email: _____ Parent's Cell phone Text or Voice Mail _____