

# College Partnership for Kids

## TUTOR CHECKLIST

**This portion is for you to keep:**

1. Attend Tutor Orientation
2. Collect your Teacher's e-mail : \_\_\_\_\_
3. Attend all tutoring sessions
  - a. e-mail your site leader and teacher prior to an excused absence
4. Check yourself in ALWAYS (on site AND with your site leader)
5. Prepare for tutoring by communicating with your teacher about intended lesson plans and upcoming events in your class/school
6. REFLECT on your day of tutoring
7. Adhere to the rules and regulations of your school

\* To learn more, we strongly encourage that you go to **TWO events on educational topics** throughout the semester! College Partnership for Kids will update all tutors on important events! See you all there!

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**Directions: Please cut along the perforations and hand this sheet directly to your Site Leader after your first tutoring session.**

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Teacher Contact Information (teacher's preference): \_\_\_\_\_

**I have read and understand these expectations that help foster a good relationship between myself and my teacher, as well as our program and the local school community.**

Student Signature: \_\_\_\_\_