

Reports to Student/Parent and School

- (1) Initial Test Report: At beginning of services, Provider will conduct test to find out (a) student’s academic needs and (b) starting point to compare with final test results.
- (2) Frequency of Progress Reports to parents/guardians and school (check only one)
 Weekly Twice a month Monthly
- (3) Summary Report: At completion of services, Provider will submit Summary Report to include:
 - Final test results.
 - List of curriculum and materials used.
 - List of instructional strategies used.
 - Recommendations for effective curriculum and strategies to continue.

Attendance

Parent/guardian must notify Provider by phone at least four hours before the tutoring session if student is not able to attend. After two absences without four-hour advance notice, services are terminated. Provider will notify parent/guardian and school within one business day of second un-notified absence that services are terminated. If services are terminated, parent/guardian may apply for services again, but the student will be placed at the bottom of the prioritized list of applicants not yet receiving services.

If a parent/guardian requests a change in provider, the student may be reassigned to a new provider (depending on provider capacity). A new AOS must be completed to reflect change in the provider and any other subsequent changes. The student’s per pupil funding continues until it has been exhausted.

Attendance Log

Provider maintains a monthly attendance log. Student will initial the attendance log or another record to verify attendance at each session. Provider will send invoice along with the attendance log to the complex area. Provider will also provide a copy of the attendance log to the school.

Student Health and Safety Plan

Provider **must** provide written notification of the Student Health and Safety Plan to the parent/guardian, school and complex area.
Parent/guardian must notify provider if student has any food allergies, and other information that is pertinent to the health and safety of the student(s). **If tutoring will be taking place at a private residence, then a parent/guardian must be present and in close proximity for the safety of the tutor and student.**

Agreement by Parties – all sections have been filled in and completed

The above agreements are acceptable. We are committed to fulfilling our role in improving this student’s achievement.

Student (Legal name) _____
Print name

Student (Legal name) _____ Date _____
Signature (Optional)

Parent/Guardian _____ Date _____
Signature

Provider _____ Date _____
Signature

Principal/Designee _____ Date _____
Signature

***PHONE CONSULTATION: Indicate on Parent/Guardian Signature line “Per Phone Consultation,” list names of people involved, time and date.**

Distribution:

- A signed (parent, provider & school) AOS is given to each participant by the provider if the school designee attends the AOS meeting and the provider forwards a copy of the AOS to the complex area.
- If the school designee is not at the AOS meeting, then the provider forwards the AOS to the school principal who signs the AOS and distributes copies to each meeting participant within 3 working days. **The school then forwards a copy of the signed and completed AOS to the appropriate complex area and provider.**