

Site Specific Information for Tutor Training at: _____

1. Where is the best place to park?

2. What do I do when I first arrive (please check all that apply)?

- Sign in at the front office
- Get a visitor's badge
- Go to the Tutoring Box and get the student folder and necessary materials
- Pick up child from the classroom
- Child will be sent to me by the teacher at the appropriate time
- Other:

3. Where are the adult bathrooms?

4. How do I contact the Site Coordinator if there are any problems that arise during the tutoring session?

5. What do I do if I need to be absent?

- Please email the sub pool list and cc the Site Coordinator if you know in advance (more than 24 hours) that you will be absent.
- If it is less than 24 hours prior to your tutoring time, please:

6. What happens if the child that I am tutoring is absent (please check one)?

- You will be asked to work with another child.
- Other:

7. Please list the name and school contact information (phone and email) for the Site Coordinator. Please list the name of each first grade teacher.

8. Please add any other site specific information that is important for all of the tutors to know: