

CENTRAL COLLEGE PRE-COLLEGE PROGRAMS 1-800-527-4047
Educational Talent Search (ETS) INDIVIDUAL TUTORING FORM

Request Date:

Student's Name (please print) _____ *Has requested tutoring in* _____ *(subject)* *School:* _____

Tutor's Name (please print) _____ **Educator Employed by District*** _____ **Student Tutor** _____ **Other** _____

Tutor's Address (where payment should be mailed) _____ **Email Address:** _____

ETS approval by: _____ **Date:** _____ **Note: Approval is Required BEFORE tutoring begins.**

(Approval can only be provided by ETS employees after verifying that the tutor has met requirements for payment. See guidelines on the back side of this form.)

Signatures below indicate agreement between the tutor and the student being tutored that the total hours of tutoring recorded above is accurate.

Tutor's Signature: _____

Student's Signature _____

Requesting Payment: Tutoring forms should be submitted at the end of the month or at the conclusion of tutoring, whichever is earliest. For ongoing tutoring, we must receive tutoring forms on a monthly basis. ETS makes tutoring available through May 15, 2015. Student tutors submit forms to the Target School Contact. Teachers and Qualified Community Adults should submit completed forms by one of the following methods:

MAIL: Central College ETS 812 University, Pella, Iowa 50219

FAX: 641-628-5912

EMAIL: centralets@central.edu

**District educators who serve as tutors for the ETS program should be aware that it may be considered unethical to be paid to tutor students during contract hours. Teachers should review the terms of their contracts and/or consult with their supervisors for guidance on this issue.*

ETS Tutoring Guidelines

1. Before seeking a paid tutor through ETS: Students should seek assistance first from their classroom teachers and follow through on their suggestions for improvement.

2. Who is eligible for tutoring: Students who receive tutoring must be **active ETS participants**. An "active" participant is a student who has completed an ETS application and had two contacts with ETS. (Ex. ETS Individual or group meetings, events, etc.)

3. Pre-Approval Requirement: All tutoring must be **preapproved by ETS personnel** or the ETS office to ensure that the tutor has completed all necessary paperwork (W-9, CER, and Contractual Agreement) to be paid. Preferred tutors are certified teachers employed in the school the student attends. Tutors may also be approved high school students or qualified community adults. See rates below.

Qualified community adults not employed by the student's school district must complete a Central College background check prior to the first tutoring session. Teachers employed by the district will need a background check if tutoring is provided at a location other than the school where the teacher is employed. A student tutor will need a background check if providing tutoring outside the context of the school day.

Tutors may **not** be siblings, parents, close relatives, or living in the student's household.

4. Location: Tutoring paid for by ETS should take place at the school (classroom, library, office, etc.) where the student is enrolled unless special arrangements are made ahead of time with the ETS office.

5. Using the Tutoring Form to document services:

- a. Tutoring forms must be used to document each tutoring session. For each session, the student and tutor should enter the date, location, and start and end times for each tutoring session.
- b. The student must sign for each tutoring session.
- c. Before submitting the tutor's time sheet, the student and tutor should review the hours and sign to indicate agreement regarding the total hours of tutoring.

6. Limit of Service: Tutoring for each ETS participant should not exceed 3 hours per week or continue beyond 10 weeks for any subject, unless prior approval has been obtained from the Director. Otherwise, tutoring will be available as long as sufficient grant funds are available.

7. Requesting Payment: Tutoring forms should be sent to the ETS office once a month for payment. (If forms are sent in more frequently, they will be held until the end of the month for a cumulative payment.) Please allow 10-14 days for checks to be processed.

8. Tutoring Rates: Adult tutors are paid the tutoring rate determined by the school district. If a school rate is not determined, the tutoring salary schedule is as follows:

- a. Certified educators = \$22.00 / hour (must provide a copy of teaching license)
- b. High school student = \$7.25 / hour
- c. Qualified community adult:
 - = \$16.00 / hr. (with a bachelor's degree)
 - = \$12.00 / hr. (no bachelor's degree) Ex. Adult teacher's aide or college student

**If you have any questions concerning tutoring or the ETS program,
please call our office at: 1-800-527-4047**