

## 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**