

Tutoring Guidelines

1. All students receiving tutoring **must** be active ETS participants. A list of eligible participants may be obtained by calling the ETS office or requesting a list from any ETS staff member. *An "active" participant is defined as a student who has completed all required paperwork and has attended at least one meeting.* The student may be tutored as long as sufficient funds are available. Available funds will be determined by the ETS director.
2. The school guidance counselor must approve all tutoring planned for ETS participants before the tutoring sessions begin.
3. All tutoring sessions must be documented on an ETS Tutoring Form. Tutoring documentation forms are available from the high school guidance counselor, ETS personnel or ETS office. Tutoring for each ETS participant should not exceed 3 hours per week, unless prior approval has been obtained from the ETS Director.
4. Tutoring forms are to be used to document each tutoring session. Date, start and end time, signature of ETS participant being tutored and total hours, need to be completed for **each** tutoring session. The bottom portion of the tutoring form needs to be fully completed with appropriate signatures, including those of the tutor and guidance counselor, along with the tutor's name, address and social security number.
5. 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.
6. 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. High/middle school student = \$7.25 / hour
 - b. Adult teach aide/college student = \$12.00 / hour (no bachelor degree)
 - c. Qualified community adult = \$16.00 / hour (with a bachelor degree)
 - d. Certified teachers = \$20.00 / hour (must send a copy of teaching certificate if not employed by the school district)

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