

Mu Alpha Theta Tutor Request Form

Thank you for choosing the Mu Alpha Theta student tutoring program! When you have finished reading the following, please fill out the bottom and return it to your teachers:

- All tutoring will be held in Mr. Smith's room, #231
- If you are going to miss a tutoring session, it is essential that you notify your TUTOR. Notifying a teacher will not excuse your absence, and it will count as a strike.
 - Absence from school does not count as a strike.
 - If there is no school on the day you're supposed to be tutored, your next tutoring session will be the next scheduled tutoring day
 - If your tutor does not show up, please write this on the sign-in form
- **Two strikes and you're out!** If either you or your tutor is recorded to have missed 2 sessions without notifying your tutor/ tutee in advance, you will be removed from the program. If it is your tutor who has missed 2, you will be reassigned a different tutor as soon as one is available.
- Tutoring sessions should last at least 20 minutes. Exceptions include if more time is requested by the tutee and the tutor agrees, or if the tutee feels as though they do not need that much time.
 - Tutoring sessions are twice a week and end when the semester is over or when the tutor and tutee decide the sessions are no longer necessary.
 - Times for tutoring are 7:00 AM or 2:20 PM
 - You are given up to 10 minutes after your scheduled time to show up. **If you are more than 10 minutes late, it will count as a strike.**
- After each tutoring session, you and your tutor must sign the response sheet to let us know you came to be tutored. Also, in the space provided, we ask, that if there were any problems between you and your tutor, that you write briefly about the issue and we will do our best to accommodate your problem.
- As a tutee, it is expected that you will have some particular questions to ask your tutor. Before you go to be tutored, be sure that you know what you want to accomplish in 20 min. This program is offered so that students can help other students better understand information that was not completely understood when the teacher taught it, so be sure to get the most out of your time and be prepared for each session.

Name:

Math Course (i.e. Algebra 2 CP):

Math Teacher:

Days and Times able to be tutored (***Please X in All that you are available!***):

	Mon.	Tues.	Wed.	Thurs.	Fri.
7:00 AM					
2:20 PM					

Thank you again for choosing to be a part of the Mu Alpha Theta tutoring program. Please give this completed form to your math teacher, and we will assign you a tutor as soon as possible.