

Trantwood Elementary School

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Dr. Jeanne Crocker
Principal

Mrs. Anne Glenn-Zeljeznjek
Assistant Principal

January 8, 2015

Dear _____,

Congratulations! It is my pleasure to inform you that you have been nominated by your teacher to become a Peer Tutor. This will hopefully be one of the most rewarding experiences you will have in elementary school. Peer Tutoring will take place every Wednesday afternoon in the cafeteria from January 21st to April 1st, beginning at 2:45 p.m. and ending at 3:30 p.m. I will also be holding a **mandatory Peer Tutor Training session Wednesday, January 14th from 2:45 to 3:30** to prepare you for this adventure.

Please discuss this opportunity with your parents. It will be their responsibility to arrange for transportation home at the end of each tutoring session (carpooling is recommended). If, during the program, you are going to be absent, you will need to inform me so that I can assign a substitute tutor to work with your tutee.

Please return the bottom portion of this letter to my office by **Monday, January 12th** if you wish to be a Trantwood Peer Tutor.

I look forward to working with you, and hope you and your family are proud of your nomination!

Sincerely,

Mrs. Lisa Lee

Trantwood School Counselor
Lisa.lee@vbschools.com
757-648-4012

I give my child, _____ permission to be a tutor in the after school Peer Tutoring Program. I understand that I will be responsible for his/her transportation home from school on Wednesdays at 3:30 p.m., and that late pickup three times will result in my student being dropped from the program.

Parent's Signature: _____

Date: _____

Child's Teacher: _____

Grade: _____