



## Peer Tutor Request Form

Please see your school counselor to receive a copy of this form

**Student requesting a tutor:** \_\_\_\_\_  
(please print your full name neatly)

**Subject:** \_\_\_\_\_

Be specific. Non-specific requests will not be processed. Rather, write which specific subject you need tutored in. For example: Geometry, Algebra II, etc. rather than writing "math"

**Availability during advisement** (circle available days):      M      T      W      TH      F

**Availability after school 3:00-3:30pm** (circle available days): M      T      W      TH      F

### If granted a tutor I understand:

- I am required to attend all of my tutoring sessions
- Contact my tutor on days I am absent from school (text/call) so they are aware I will not be attending that day's session\*
- I need to respect my tutor and understand they are volunteering their time to help me
- There will be consequences if I do not show up to my scheduled tutoring time

### Consequences for missing a tutoring session:

1. Skipping of first tutoring session will be an extended detention
2. Skipping a second tutoring session will be two extended detentions
3. Skipping a third tutoring session will be three extended detentions and removal from the tutoring program

By signing this document, I \_\_\_\_\_ agree to be in the tutoring program and attend all sessions I am scheduled for until I have received a minimum of 75% in every class I am attending tutoring for. I will take full responsibility to contact my tutor if I need to cancel my tutoring session. This includes if I have an early dismissal or any other circumstances in which I would not be present for tutoring.

**Student Name** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Family Member Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**School Counselor Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

\*Legal absences for the school day will not be counted as a skip. Legal absences are defined in the student handbook on page 10. HOWEVER, you should still contact the tutor so they know you will not be at the session.