

Directions for Applying for Tutoring

The Indian Education Opportunities Program pays for tutoring for eligible American Indian and Alaska Native students in need of academic support, failing or at risk of failing. To have tutoring paid for by the Indian Education Opportunities Program the following steps must be taken:

1. Confirm eligibility with the Indian Education Opportunities Program Office Specialist by calling 799-8515
2. Eligible students and their parent/guardian may complete the Tutoring Application in cooperation with the student's teacher(s) and/or counselor.
3. One copy of the completed Tutoring Application may kept by the parent/guardian for their records.
4. Send a copy of the Tutoring Application to the Indian Education Opportunities Program:

Indian Education Opportunities Program
Curriculum & Professional Development Center
3950 S. Pecos-McLeod, Suite 1-B, Office 127
Las Vegas, NV 89121-4396

Applications may also be faxed to 799-7946.

5. The Indian Education Opportunities Program Coordinator will work with the student's school to locate a licensed teacher to tutor the student. Teachers who have the student during the regular school day may NOT tutor per CCSD policy.
6. Once a tutor is located, the tutor must meet with an Indian Education Opportunities Program staff member before tutoring is authorized.
7. The tutor and parent/guardian will work together to set up days and times for tutoring.

The Indian Education Opportunities Program makes every effort to secure a tutor for the student. However, in some cases, a tutor may not be found. In these cases, the Indian Education Opportunities Program will keep the student's Tutoring Application open until a tutor is obtained.

Please note the following information and tutoring guidelines:

- The Indian Education Opportunities Program is not financially responsible for unauthorized tutoring.
- Only licensed CCSD teachers are eligible to be paid by the Indian Education Opportunities Program.
- Tutoring is to be conducted Monday through Friday, before or after school.
- Up to two 50-minute tutoring sessions may occur each week.
- The student's progress will be tracked by the Indian Education Opportunities Program and CCSD personnel.
- After two no-shows by the student, tutoring will be cancelled.
- Contact the Indian Education Opportunities Program if your child no longer requires tutoring.
- The Indian Education Opportunities Program reserves the right to cancel tutoring at any time.
- Take advantage of other tutoring and educational programs available at the student's school. Many teachers already provide extra help before or after school.

Indian Education Opportunities Program Tutoring Application

The Indian Education Opportunities Program pays for tutoring for eligible American Indian and Alaska Native students in need of academic support, failing, or at risk of failing. Schedule a conference with the student's teacher(s) or counselor complete the application

Student's Full Name _____ Student Number _____

School _____ Home Phone Number _____ Grade _____

Please ask the teacher(s)/counselor to complete the following during the conference(s).

Provide us with the student's full schedule, number of absences, current grade in each course, classroom behavior (E=Exceptional, S=Satisfactory, N=Needs Improvement), and teacher signature(s) below.

| Subject | Absences | Current Grade | Behavior (Circle One) | Teacher's Signature |
|---------|----------|---------------|-----------------------|---------------------|
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TEACHERS, please list any SPECIFIC educational goals that you think are possible only through supplemental one-one-on-one tutoring. Goals must be academic in nature rather than behavioral. For example, "improved recognition of sight words" is academic. A goal of "improved attendance" or "increased responsibility to complete homework" are behavioral and not appropriate for tutoring.

Parents complete the following:

On _____, a parent-teacher conference was held to discuss the academic progress of _____ (date)

_____ As a result of the conference, I am requesting tutoring for my child (student)

in: (Indicate subject area) _____

I understand that tutoring availability depends on the willingness of teachers at a given school to work beyond their contracted day. I also understand that tutoring may be cancelled if more than two sessions are missed by the student without notice or reason. Further, I understand that the Project Facilitator of the Indian Education Opportunities Program, the teacher or I may cancel the tutoring at any time.

The Indian Education Opportunities Program is obligated to report the progress made toward specific educational goals for each student. Therefore, we will be collecting data regarding the students' educational progress to determine the effectiveness of tutoring.

Parent's Name _____ Parent's Signature _____