### STATE TUTORING PROGRAM

#### TUTOR VERIFICATION

**Directions:**

1. For an employed teacher, obtain a current, completed copy of his/her Teacher Attestation and HOUSSE Rubric if necessary to prove that he/she is Highly Qualified (HQ) in the areas to be tutored.
   
   *If HQ using Elementary Teacher Attestation, he/she has met requirements to tutor K-8 students in Reading, Writing, and/or Math.
   *If HQ in English/Language Arts using Middle, Junior High, High School Teacher Attestation, he/she has met requirements to tutor students in grades 7-12 in Reading and/or Writing.
   *If HQ in Math using Middle, Junior High, High School Teacher Attestation, he/she has met requirements to tutor students in grades 7-12 in Math.
   *If HQ using Special Education Teacher Attestation, he/she has met requirements to tutor appropriate-level students.

2. For Non-HQ teachers and all other tutors working within a school’s program, use this form to determine that each tutor has met the requirements.

3. Districts/charters/outside providers have the authority to add additional criteria to tutor qualifications and add possible restrictions to the number of hours per tutor and school sites.

<table>
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<tr>
<th>NAME:</th>
<th>DISTRICT:</th>
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<td>PROVIDER (COMPANY):</td>
<td>SCHOOL:</td>
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#### TUTORS FOR ELEMENTARY K-8 and SPED STUDENTS

- Hold a bachelor’s degree OR
- Enrolled in a teacher preparation program AND in either case
- 12 credit hours in basic education content courses in any of the following areas:
  - English, Social Studies, Math, Sciences
- Met requirements to tutor in Reading, Writing, and/or Math
- Did not meet requirements so cannot tutor

#### TUTORS FOR MIDDLE OR HS STUDENTS (7-12)

- Hold a bachelor’s degree OR
- Enrolled in college or a university AND in either case
- 12 credit hours in English/Language Arts/Reading content in any of the following areas:
  - Composition, English, Grammar, Linguistics, Literature, Reading (including Reading methods)
- Met requirements to tutor in Reading and/or Writing
- Did not meet requirements so cannot tutor

#### INSTRUCTIONAL AIDES (PARAPROFESSIONALS)

- Highly Qualified instructional aide (Per Section 1119 of NCLB) employed by a elementary, middle, or junior high school
- Met requirements to tutor in Reading, Writing, and/or Math at those levels
- Did not meet requirements so cannot tutor

Data: 7/26/2016