FY 19 State Tutoring Checklist

**Definition of Tutoring: Tutoring is individualized, supplemental, standards-based instruction. The outcome of tutoring is student academic progress,** **encompassing measures of both proficiency and academic gain as stated in *§ A.R.S. 15-241 (F).***

Name of Tutor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of District/Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This checklist is required to be filled out by each tutor. It must be signed, dated, and provided to the LEA/Vendor to be emailed to the State Tutoring inbox at statetutor@azed.gov **in one file** prior to the start of tutoring. Please check the boxes below and sign the bottom.

**Please complete prior to the start of tutoring:**

[ ] View State Tutoring PowerPoint training. Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Obtain a login and password for ADEConnect from your LEA Entity Administrator (ADE no longer issues login and passwords).

[ ] Complete Certificate of Supplemental Instruction (CSI) for each student prior to the start of tutoring.

[ ] Register students that are assigned to you in ADEConnect.

**To be completed on a weekly basis:**

[ ] Log your hours and student hours into the State Tutoring application located in ADEConnect.

[ ] Match student daily sign in sheets to hours in ADEConnect.

[ ] Maintain documentation of standards-based academic progress encompassing measures of both proficiency and academic gain as stated in *§ A.R.S. 15-241 (F)*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand these tasks are critical components in my role as a tutor and my signature acknowledges completion of tasks prior to tutoring and my commitment to weekly requirements.

Tutor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide this form to your site tutoring contact or coordinator. All State Tutoring Checklists need to be submitted to ADE at statetutor@azed.gov **in one file** from the LEA. Individual checklists will not be accepted.