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](mailto: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](mailto:statetutor@azed.gov) **in one file** from the LEA. Individual checklists will not be accepted.