2020-2021 State Tutor - Coordinators 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 (K).***

Name of Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

This checklist is required to be filled out by each Coordinator. It must be signed, dated, and kept on record at the LEA. Signed form is also 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Confirm the LEA Entity is by **School** in ADEConnect. The ADEConnect Entity should not be the district.

[ ] Obtain a login and password for ADEConnect from your LEA Entity Administrator (ADE no longer issues login and passwords). Make sure that the you have Coordinator role in ADEConnect.

[ ]  Confirm all Teacher Verification Forms are complete, signed by the Principal and kept on file at LEA.

[ ]  Confirm that all Tutors have watched the Power Point and taken the end of PP survey.

[ ] Email all completed Tutor Checklists to ADE in a single file. Keep on file at LEA.

[ ] Confirm all Certificate of Supplemental Instruction (CSI) for each student are complete prior to the start of tutoring. Ensure all CSI’s are kept on file at the LEA. Ensure CSI’s are updated 3 times per year.

[ ] Confirm that all Tutors have a log on and have registered students that are assigned to them in ADEConnect.

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

[ ]  Confirm that all Tutors have entered session hours into the State Tutoring application located in ADEConnect.

[ ] Confirm a match of 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 (K)*

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

Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All State Tutoring Coordinator and Tutor Checklists need to be submitted to ADE at statetutor@azed.gov **in one file** from the LEA. Individual checklists will not be accepted.