

STTAR Tutor Agreement



Tutoring sessions are in person this school year.

Commitment: Tutors must make a commitment to the tutoring relationship and agree to meet for at least 30 minutes each week for a minimum of 6 weeks. Tutor/Tutee may meet more than once a week if both parties agree.

Starting the Tutoring process:

When you receive a “STTAR Program – Action Required” email....

- **Email the tutee within 48 hours** and

- introduce yourself
- establish the tutoring day/time and location

- Email their teacher **and cc: Mrs. Nimmagadda** – informing the teacher that the student will be receiving tutoring assistance.

Example:

Subject: STTAR Tutor for (first/last name of tutee)

Hello Mr./Ms. (Teacher’s name),

I will be tutoring (first/last name of tutee) in (subject). If there is coursework information or specific areas that we should focus on, please let me know.

Thank you.
(your name)

Tutoring Sessions:

- Tutoring sessions are typically 30-60 minutes.
- At the end of each tutoring session, fill out your STTAR Tutor Time Log and have your Tutee type their name in on the Google doc (which will be shared with you and your Tutee). - If you need to cancel a session, **communicate directly** with your Tutee in advance. - Communication between Tutor and Tutee is key for a successful tutoring relationship. - If your Tutee is unresponsive or if something is not working out, report the issue to Mrs. Nimmagadda as soon as possible.

As a STTAR Tutor

- I will be attentive, patient, punctual and supportive.
- I will not do my Tutee’s assignment/homework for them.
- I will complete my STTAR Tutor Time Log after each tutoring session.

Tutor’s Signature: _____ **Student ID #** _____ **Date:** _____

Tutor’s Printed Name: _____ I am a Junior Senior NHS

Print this Agreement, sign it and turn it into the STTAR Tutor/Tutee Agreement form Inbox at the front desk of the library during Homework Center (Mondays & Thursdays 3:55-5:00pm, Wednesdays 3:15-5:00pm) or during Brunch on Tuesdays or Fridays.

****After your STTAR Tutor Information Form is submitted online AND a hard copy of this signed Agreement is received by Mrs. Nimmagadda you will be eligible to be matched with a tutee.****

If, at any time during the year, you have any issues with your tutee or if you need support, email Mrs. Nimmagadda

_____ Initials: I have completed and submitted the STTAR Tutor Information Form (google form)