



## REQUEST FOR A TUTOR

Student Information:

Case Manager:		Student:	
School:		Grade:	
Parent Name(s):		Parent Phone:	

Tutoring Request:

Date the IEP Team Requested Tutoring:	
Subjects:	
Hours per day/Days per week:	
Desired beginning date:	
Tutoring location (school, offsite, etc.):	

Case Manager Signature:

Date:

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### Process Notes:

- Case Manager completes the *Request for a Tutor* Form.
- Case Manager sends the completed Form to the Director of Student Services.
- Director of Student Services seeks/hires a tutor.
- Director of Student Services shares completed Form with the Case Manager.
- Case Manager contacts Tutor to provide materials, etc.

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### OFFICE USE ONLY:

Date Received:	
Tutor:	
Tutor phone:	
Tutoring location (confirmed):	