*AIR Program/Tutorial Programs*

**TUTORIAL SESSION FORM**

Description: Tutorial Session forms will be used for all tutorial session in accordance with our tutorial session policy. Each tutor is required to fill out each form prior to the student’s departure and conduct a short exit summary with the parents on what was covered during the session. Parent’s signature is required at the end of the session.

**STUDENT INFORMATION**

DATE OF SERVICES: TUTOR NAME:   
TIME IN: TIME OUT: LOCATION:

PARTNERED AGENCY (PROGRAMS):

STUDENT NAME:

Address: City: Zip Code:

Grade: Age: Birthday: Sex: School Attending:

PARENT/LEGAL GUARDIAN:

Contact Phone (also to be used for emergencies): Email Address:

**TUTORIAL SESSION**

Academic Service Serviced: Math English/Reading Other:

Accommodations made (if any):

What was covered within the Tutorial Session?

Was there a completion of any specified project(s) or homework (problems)?

Further Meetings required? Yes No If yes, what dates was schedule:

Are there any upcoming Tests/Projects relating to Tutorial Assistance Yes No If yes, what date and topic:

Notes (Or any other comments):

PARENT AUTHORIZATION

Tutorial information is private and the AIR Program will not share this information with any outside agency other than (if any) referring partnered agency. By signing this form you are: (1) acknowledging that you understand our privacy agreement and authorize our program to share this information with our partnered agency (programs/if any) only, any other arrangements for this information must be made with AIR, parent(s)/guardian and/or Partnered Agency, and (2) allowing the AIR Program tutors to give academic services to this student on the date given on this form, and (3) acknowledging that all information given by the parent(s)/legal guardian is accurate, and (4) acknowledging that each session will require a new form to keep accurate accounting of each individual meeting.

Please Print Name:

Parent/Legal Guardian: Date:

DKL-01152009