

## SA Tutoring Center Enrollment Process

- 1) SA receives parent inquiry and form completion
- 2) SA passes on to Tutor: parent inquiry and form information
- 3) Tutor initiates consultation with family to assess and diagnose student needs:
  - a) Type of tutoring needs: supplemental or private course instruction
  - b) Goals and objectives: be as specific as possible
  - c) Number of sessions per quarter
  - d) Frequency
- 4) Tutor creates a tutoring plan/email to parents providing a summary of expectations, rates, services and official Enrollment Link
  - a) Parents will use the Enrollment Link to process a specific tutoring order
  - b) Enrollment Link:
- 5) Tutor logs into SA Tutoring Center Enrollment Info, which is a Google Doc:  
<https://docs.google.com/spreadsheets/d/1dVUzolaY6BZZs6654FWkxPgdzn1E8Yqvv8LI0zjhn5s/edit?ts=5b1e776a#gid=0>
- 6) Tutor completes Registration Information on Google Doc, which initiates tutor payments
- 7) Tutor and student meet for scheduled dates.
- 8) Tutor updates and maintains ongoing management of the SA Tutoring Center Enrollment Info Google Doc. This document must stay current.

### Quarterly Breakdown for the 2018/19 School Year

- ❖ Summer Sessions 2018: May 28 – Sept. 3
- ❖ Q1 – Sept. 4 – Oct. 27, 2018
- ❖ Q2 – Oct. 28, 2018 – Jan. 20, 2019
- ❖ Q3 – Jan 21 – Mar. 23, 2019
- ❖ Q4 – Mar. 24 – May 24, 2019

*Year-long tutoring plans should be made but will be purchased in quarterly packages.*

*Please encourage your families to consult their calendars and select sessions and frequency schedules that are reasonable for each quarter. Try to avoid purchasing sessions that won't be used within the upcoming purchase quarter. Only rarely should we consider "rolling over" purchases from one quarter to the next.*