



**ILLINOIS STATE
UNIVERSITY**
Illinois' first public university



Reading and Math Tutors are Available FREE SERVICES FOR FAMILIES!

Tutors are available to provide reading and/or math assistance for Kindergarten* through 9th grade students. Due to COVID-19, sessions will be facilitated remotely until further notice. Tutors will arrange the most convenient method of remote instruction (Zoom, FaceTime, etc.) with parents. Tutor timesheets must be certified (signed) by parents/guardians. Access to a computer/smartphone is required.

Tutoring will be scheduled for the 2020-21 academic year** (August 17 through December 11, 2020). For the Spring semester, tutoring begins on January 11, 2021 through May 7, 2021.

Tutoring is provided Monday through Friday between 8:00 a.m. – 7:00 p.m., and Saturdays between 9:00 a.m. – 5:00 p.m., based on tutor availability.

Contact: America Reads/America Counts at Illinois State University (ARAC)
Campus Box 2320 • Normal, IL 61790-2320
Phone: (309) 438-3421 • Fax: (309) 438-9114
Email: americareads@IllinoisState.edu
Web: financialaid.IllinoisState.edu/arac

Children must be age 5 by September 1

**Tutoring will not be provided when ISU classes are not in session or the University is closed, i.e., unless special arrangements are made with the tutor/program coordinator in advance. In the event of a natural disaster (pandemic, act of God), tutoring services may be canceled. For more information please go to: <https://policy.illinoisstate.edu/health-safety/5-1-10.shtml>. To view the University Academic Calendar, go to <https://provost.illinoisstate.edu/downloads/Academic-Calendar-2018-2028.pdf>.



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Disponible Tutores de Matemáticas y Lectura SERVICIO GRATUITO PARA FAMILIAS!

Los tutores están disponibles para ayudar en el área de matemáticas y/o lectura para los estudiantes de preescolar hasta el grado 9. Debido a COVID-19, las sesiones se facilitarán de forma remota hasta nuevo aviso. Los tutores organizarán el método más conveniente de instrucción remota (Zoom, FaceTime, etc.) con los padres. Las hojas de tiempo del tutor deben estar certificadas (firmadas) por los padres / tutores; se requiere acceso a una computadora / teléfono inteligente. Tutores bilingües (de habla hispana) están disponibles.

La tutoría se llevaran a cabo para el año academico 2020-21 (del 11 de Enero al 7 de Mayo de 2021). La copia del calendario de la Universidad puede ser encontrada abajo.

La tutoría se brinda de Lunes a viernes de 8:00 a.m. a 7:00 p.m. y los Sábados de 9:00 a.m. a 5:00 p.m. según disponibilidad del tutor.

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Correo electrónico: americareads@IllinoisState.edu

Web: financialaid.IllinoisState.edu/arac

* Los niños deben tener 5 años de edad antes del 1 de Septiembre

** Tutoría no se proporcionará cuando las clases ISU no están en sesión o la Universidad está cerrada es decir, las vacaciones de primavera; a no ser que se tomen medidas especiales con el coordinador tutor / programa con anticipación.

En caso de un desastre natural (pandemia, evento fortuito), los servicios de tutoría pueden cancelarse.

TUTOR REQUEST FORM

Spring, 2021

Dear Site Supervisors:
Welcome/welcome back to the ARAC program at ISU!

1. **Timesheets MUST BE CERTIFIED BY SITE SUPERVISORS (by your signature) at the end of the pay period or last day of academic support. There are no exceptions. Timesheets cannot be certified/signed in advance. Violations may result in termination of services and/or employment.**
2. **Tutors are responsible for submitting timesheets to the ARAC office by 8:00 a.m., the business day following the end of a pay period*. Pay periods end on the 15th and last working day of every month.**
3. Tutors can be removed from sites if timesheets are submitted without certification, and/or after the deadline.
4. The purpose of the tutor in your classroom/program is to assist in reading and math comprehension activities with students in groups and one-on-one. Please do not request a tutor for miscellaneous tasks, for example: tutors should not be copying or grading for the *majority* of the time they are in the classroom.
3. Professionalism, dependability, cooperation, and enthusiasm are expected. Cell phones are prohibited (unless necessary for a timing activity). There is a dress code. Tutors should wear an ARAC name tag and may be asked to leave to change if they are not in appropriate attire. Tutors are asked **NOT** to wear the following:
 - Hats or sunglasses; Sweat/wing pants, joggers, gym shorts, or any other "pajama style" pants
 - Revealing shorts or shirts (i.e. cutoffs, spaghetti strap tanks, mesh tops/bottoms, tube tops, low cut tops, short shorts/skirts/dresses, etc.) or "work out" attire. Leggings are allowed if hips are covered by a sweater or long shirt.
 - Midriff shirts; body piercings, (nose, tongue, and eyebrow jewelry should be removed when tutoring)
 - Tutors are asked to make every attempt to conceal visible tattoos
4. Tutors are required to email you *prior* to an absence and copy the ARAC office. **If frequent absences occur, Site Supervisors should notify the ARAC office immediately. "Studying" is not an excused absence.**
5. Please refer to the Site Supervisor Handbook for more information. If at any time you have concerns, please contact the ARAC office at (309) 438-3421 or americareads@illinoisState.edu

**By having an ARAC tutor in your classroom/program you agree the requirements* above. Please sign page 2.
Thank you for your partnership with the ISU America Reads/America Counts Program!**

If you have needs for remote or on-site support outside of the traditional placement type on page two, please email americareads@ilstu.edu, attention Lyn Morris, Program Coordinator.

(Please keep a copy of this form for your records. See other side)

Deadline: Dependent upon the needs of Instructor/Program Coordinator

Please indicate when you would like to include an America Reads or America Counts tutor in your classroom, and how many tutors you would like at one time. Please remember: **America Reads** tutors need to be actively involved in **literacy activities** with students and **America Counts** tutors need to be actively involved in **math activities** with students. Please remember we schedule tutors for a minimum of 1 hour although class times may vary.

Site Supervisor: _____ **Room #:** _____

School/District/Program: _____ **Grade:** _____

Email: _____ **Phone #:** _____

Please list the times that you are requesting a tutor in your classroom. (Indicate the number of tutors and whether support is needed for reading or math). You may also request a returning tutor. Every effort will be made to fulfill your requests.

Monday	Tuesday	Wednesday	Thursday	Friday
<i>EX: 8:30-10:30 (R2)</i>				

Tutor availability ranges from 8:00 a.m. – 7:00 p.m.

Required Signature of Requestor _____ **Date** _____

Please sign in ink; digital signatures are not allowed.

Comments: _____

PLEASE E-MAIL TO THE ARAC OFFICE: americareads@IllinoisState.edu
 You can also mail or fax.

You have the option of a Site Supervisor/Tutor Orientation to meet with your tutor(s) before they work with your students. Please indicate below which method you prefer:

In person meeting (before/after school hours) Email Phone call
 (Tutors are paid for in-person meetings; documented on a timesheet, signed by the Site Supervisor)

Bilingual (Spanish speaking) tutors are available. Please indicate your need:
 Fluent Strong Spanish speaking skills French (please indicate level of skill needed) _____

When forms are received, program assistants will schedule tutors according to availability and in the order received. Once placements occur, the ARAC office will mail the Site Supervisor's Handbook. Tutors are required to initiate contact with each site supervisor before arriving to programs/classrooms. A few weeks into the semester, program assistants will email Site Supervisors the "Master Schedule."

DATE RECEIVED BY ARAC OFFICE _____

