

# DOINGWHATWORKS



SAMPLE MATERIAL

## Tutoring Assignment Pass

Del Valle High School, Texas

**Topic:** Dropout Prevention

**Practice:** Learning Environment

With six-week grading periods and three-week cycles of progress reports, Del Valle High School is able keep a close eye on student progress and quickly intervene with students falling off track. One common intervention is two hours of mandatory subject area tutoring for any student whose grade falls below passing during a progress report period. The two hours must be completed within the first progress report cycle following the failing grade, and this *Tutoring Assignment Pass* allows teachers to track a student's compliance with their referral(s).

Del Valle employs local university students as tutors and tutoring sessions are available before school (30 minutes), during lunch (30 minutes), and after school (2 hours). Students are responsible for seeing that the tutoring pass is completed. The pass indicates the number of tutoring hours required and contains instructions, tutoring times available, and spaces for the tutoring teacher to sign off as the student completes each tutoring segment.

Administrators may choose to use a pass like this as part of a formal tutoring requirement for students who need additional academic support. To learn more about ways that Del Valle provides support for freshmen to help keep them on track academically, watch the multimedia piece *Preparing Students for Success Through the Freshman Academy*.

## Tutoring Assignment Pass

Student Name: \_\_\_\_\_

Assigning Teacher: \_\_\_\_\_

Student ID: \_\_\_\_\_

Tutoring Cycle Dates: \_\_\_\_\_

Current Date: \_\_\_\_\_

Total Tutoring Hours  
Needed to Serve

- 1 Failure = 2 hours**
- 2 Failures = 4 hours**
- 3 Failures = 6 hours**
- 4/5 Failures = 8 hours**

**AM Tutoring = 30 minutes;** Lunch Tutoring = 30 minutes  
**PM Tutoring (After School) = 2 hours**

**Student Directions:**

- Students must sign into each tutoring session.
- Students must have the tutoring teacher sign the **Tutoring Assignment Pass** at the end of the tutoring session.
- Student must be on time and must stay for the entire tutoring session for full credit.

**Current Failures for Academic Courses:**

Course	Grade	Teacher
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The goal is for all students to be passing. If during this Tutoring Cycle this student begins to pass all classes, this student will still need to complete the total \_\_\_\_\_ Hours of Tutoring that is needed.

**Week One**

Monday  
AM LUNCH PM  
/

\_\_\_\_\_  
Signature

Tuesday  
AM LUNCH PM  
/

\_\_\_\_\_  
Signature

Wednesday  
AM LUNCH PM  
/

\_\_\_\_\_  
Signature

Thursday  
AM LUNCH PM  
/

\_\_\_\_\_  
Signature

Friday  
AM LUNCH PM  
/

\_\_\_\_\_  
Signature

**Week Two**

Monday  
AM LUNCH PM  
/

\_\_\_\_\_  
Signature

Tuesday  
AM LUNCH PM  
/

\_\_\_\_\_  
Signature

Wednesday  
AM LUNCH PM  
/

\_\_\_\_\_  
Signature

Thursday  
AM LUNCH PM  
/

\_\_\_\_\_  
Signature

Friday  
AM LUNCH PM  
/

\_\_\_\_\_  
Signature

**Week Three**

Monday  
AM LUNCH PM  
/

\_\_\_\_\_  
Signature

Tuesday  
AM LUNCH PM  
/

\_\_\_\_\_  
Signature

Wednesday  
AM LUNCH PM  
/

\_\_\_\_\_  
Signature

Thursday  
AM LUNCH PM  
/

\_\_\_\_\_  
Signature

Friday  
AM LUNCH PM  
/

\_\_\_\_\_  
Signature