

Louisville Public Library Tutoring Program

Spring 2019 Student Application



The Program:

The library runs a free, volunteer-based tutoring program for middle school and high school students in grades 6-12.

Students may apply to work with a tutor each semester. Students will need to re-apply for each new semester.

We keep a roster of volunteer tutors, noting their availability, subjects of expertise, and the age groups they prefer to work with. When a suitable tutor has been found for the student, a study room will be reserved for the pair for the duration of the semester.

Tutor/student pairs are expected to meet with each other once a week at a designated one hour session for the duration of the semester.

Due to the limitations of a volunteer-based program, **obtaining a tutor is not guaranteed**. Matches are made on a first-come, first-served basis and depend upon the number of volunteer tutors, their availability, and the availability of study room space. If the program is full, additional students will be added to a wait-list and matched with tutors if/when they become available. Additionally, because of the popularity of the program, each student may only work with one tutor at a time.

Spring 2019 Session:

- Applications for **Spring 2019** tutoring will be accepted beginning December 2018.
- Tutoring appointments will be available the week of January 7, 2019 to the week of May 27, 2019.
- Tutoring appointments **WILL NOT** be available for the following dates:
 - January 21 (Martin Luther King Day – Library closed)
 - February 18 (Presidents' Day – Library closed)
 - March 25-29 (Spring Break)

Policies (*please initial each item*):

- **Absences** -
 - Unexcused Absences: Student fails to contact the Reference Desk by calling 303-335-4820, **by 12:00pm** on the day of the appointment at the very latest.
 - Excused Absences: Student has notified the Reference Desk of the absence, **by 12:00pm** on the day of the appointment at the very latest.If a student has two (2) **unexcused absences**, they will lose their place in the program. Two (2) or more **excused absences** *may* result in the student losing their place, but this will be considered on a case by case basis.
- **Tardiness** - Please contact the Reference Desk by calling 303-335-4820 if you are running late. Arriving 15+ minutes late without contacting the Reference Desk will be considered an unexcused absence.
- **Preparedness** –Students are expected to arrive prepared with all the materials they'll need (textbooks, notes, pencils and paper, a calculator, etc.) and with a clear intent for the day's session.

To request a tutor, please submit this form to the Reference Desk on the 2nd floor of the Louisville Public Library or email it to ref_desk@louisvilleco.gov and provide the following information:

Parent/Guardian

Name	Phone Number	Email

Student

Name	Phone Number	Email
School		
Grade		
Subject Area or Curriculum		
Student's Availability (Preferred days and times)		

I confirm that I have read and understand the Tutoring Program Policies and agree to abide by them:

Parent (signature) _____ Parent (print) _____

Student (signature) _____ Student (print) _____

Date _____

Staff:

Received STAMP

Notes: _____

Tutor Name _____ Day _____ Time/Location _____