

Valencia County Literacy Council

The Tutor/Student Contract

How we work together

Please read together at the initial meeting. Once student understands and agrees to information, please sign and provide a copy to VCLC.

Valencia County Literacy Council’s mission is to meet the individual educational goals of the student by providing trained tutors. Only by working together will this mission be realized.

Valencia County Literacy Council agrees to:

- Provide well-trained tutors in a timely fashion to student requests.
- Make materials available for student/tutor use.
- Provide whatever support is reasonable to assist the student and tutor.

The tutor agrees to:

- Treat all information confidentially.
- Keep student informed of the programs and services of VCLC.
- Give as much prior notification as possible when unable to keep an appointment.
- Come prepared and give full attention during the lesson.
- Inform student in advance if unable to continue tutoring.

The student agrees to:

- Give as much prior notification as possible when unable to keep an appointment
- Tell the tutor if the instruction is not supportive of his/her educational goals.
- Do the homework assignments in a timely fashion.
- Come prepared and give full attention during the lesson.
- Inform tutor in advance if unable to continue tutoring.
- Accept a new tutor if he/she fails to notify tutor of absences three (3) times in a row.

Signed:

_____ Tutor _____ Date

_____ Student _____ Date

_____ VCLC staff _____ Date received