

Attendance Agreement Literacy Volunteers of Charlottesville/Albemarle

Name: _____ Date: _____

In order to be successful, it is very important that you understand and agree to attend tutoring sessions regularly.

I understand that my test placement is _____

My main goals are:

1. to improve on my test placement level
2. _____
3. _____

I understand that I need to attend **8 hours per month** with my tutor in order to help achieve my goals. I will come **on time** to my scheduled sessions and not schedule personal appointments during this time. ***Three attendance problems of not coming to a scheduled appointment or late arrivals of more than 15 minutes can end the match with my tutor.***

My tutoring sessions are scheduled on:

_____ Monday	from _____	to _____
_____ Tuesday	from _____	to _____
_____ Wednesday	from _____	to _____
_____ Thursday	from _____	to _____
_____ Friday	from _____	to _____
_____ Saturday	from _____	to _____
_____ Sunday	from _____	to _____

If I cannot attend a tutoring session, I will call my tutor **by** _____ to let her/him know, and I will schedule time to make it up. I understand that I can make up time by:

- Arranging extra time with my tutor
- Scheduling time on a computer learning program
- Attending an online Conversation Group on Mondays 2:00 - 3:00pm, Tuesdays 3:00 – 4:00pm, or Wednesdays 6:00 – 7:00pm

I understand that if I fail to attend at least 80 hours within the next 12 months, I will **not** be able to re-enroll in Literacy Volunteers for another year.

Student Signature

Tutor Signature

Make a copy for yourself and return to front desk.