

Attendance Agreement
Literacy Volunteers of Charlottesville/Albemarle

Name: _____ Date: _____

My test placement is _____

My goals are:

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

I need to meet **2 hours every week** (8 hours per month) with my tutor.

My tutoring sessions are (day and time):

IMPORTANT!!!

- **If I cannot come**, I must call my tutor by _____.
- I can make up missed time with my tutor when we agree to it.
- I can make up missed time on LVCA computer programs or with a conversation group.
- I will come **on time** for tutoring and not schedule personal appointments during this time.
- I will come **regularly** to learn.

I will lose my tutor if I don't follow these points 3 times.

I need to have 80 hours of study time within 12 months to be able to continue with Literacy Volunteers for another year.

Student Signature

Make yourself a copy & return to staff

Tutor Signature