Name of School: _____ Name of District/Vendor: _____

State Tutoring Checklist

This checklist is required to be filled out by each tutor. It must be signed, dated, and emailed to the State Tutoring inbox at statetutor@azed.gov prior to the start of tutoring. Please check the boxes below that apply and please sign initials where needed.

☐ COMPLETE Certificate of Supplemental Instruction (CSI) for each student prior to the start of tutoring.

☐ Register students and enter sessions as students are assigned to you.

☐ I have completed the PowerPoint training prior to tutoring beginning. Date Completed: _____

☐ Log your hours into the State Tutoring application located in ADEConnect in a timely manner. Do not wait until the end of the tutoring session to enter hours. If too many users are utilizing the system at the same time the system can be overwhelmed, thus forcing a shut down.

☐ Sign in sheet must be complete and match hours and sessions entered into ADEConnect.

☐ Obtain a login and password for ADEConnect from your LEA Entity Administrator (ADE no longer issues login and passwords).

Session(s) TUTOR is participating in SY16-17 (please initial below for each session you are participating in):

_____ Fall 16- The last day of tutoring will be **11/30/16** and the last day to enter hours & sessions will be **12/11/17**.

_____ Spring 17- The last day of tutoring will be **4/28/17** and the last day to enter hours & sessions will be **5/7/17**.

I, _____, understand that these tasks must be completed prior to tutoring starting and/or in a timely fashion. ADEConnect will do a forced shut down on the day after in **red** above and ADE State Tutoring staff will **NOT** be creating a second session for late submissions.

Tutor Signature: _____ Date: _____