

TUTORING ROADMAP
(What Am I Supposed to Do, and When Am I Supposed to Do It?)

All forms and resources are available at <http://tutoring.3riversed.org/tutors/resources/>

A. BEFORE TUTORING (After Student Assignment)

1. Contact parents, introduce yourself.
2. Find tutoring times and dates that work for all students.
3. Find a public location that works for all students, including the school sites. Make sure the site has computers with Internet access.
4. Enter the session schedule information on the tutoring website using [THIS ONLINE FORM](#).

B. DURING TUTORING

Week 1:

Administer the i-Ready assessment (i-Ready.com) to all students, or the Star assessment ([Star Login](#)). Print the results report.

Begin reading instruction based on the six reading components:

- phonemic awareness,
- phonics,
- vocabulary,
- fluency,
- passage comprehension, and
- oral language development.

Provide instruction in each component every week.

Each Session:

1. Complete the [SESSION COMPLETION LOG](#). Put the date, total hours for the session, start and end times. Have the students sign to indicate their attendance during the session.
2. Complete the [INSTRUCTIONAL REPORTING FORM](#). Use the check boxes to indicate which reading components you addressed in a session. Provide descriptions of the learning activities for each session (i.e., what did the students do during the session?) to show how you addressed each component you indicated.

Each Month:

1. Complete the [PARENT TUTORING REPORT](#). Send the report home with the student.
2. On the Parent Tutoring Report, include the total hours of tutoring completed to date.
3. On the Session Completion Log, add the hours submitted on the form AND the total hours completed to date. Sign your name at the bottom of the form.
4. Submit the Session Completion Log, Instructional Reporting Form, and a copy of the Parent Tutoring Report to your coordinator by the 1st of the month.

Final Week :

During the final session, administer the i-Ready assessment (i-Ready.com) or Star ([Star login](#)) assessment.

Reading Tutor Responsibilities

C. SUMMARY OF REQUIRED RESOURCES

1. [Session Completion Log](#) (download to fill out and save the form)
2. [Instructional Reporting Form](#) (download to fill out and save the form)
3. [Session Schedule Form](#) (download to fill out and save the form)
4. [i-Ready.com](#)
5. [Star assessment](#)
6. [Parent Reporting Form](#) (download to fill out and save the form)

D. ANOTHER HELPFUL RESOURCE

[Reading Progress Rubrics](#): Use these rubrics to track students' progress over time and to determine "next steps" for your instructional planning.

REMINDERS

EVERY SESSION:

Fill out the [Session Completion Log](#) and have students sign it.
Fill out the [Instructional Reporting Form](#).

1ST OF EVERY MONTH:

Submit the [Session Completion Log](#), [Instructional Reporting Form](#), and [Parent Report](#) copy.