



University at Buffalo

Center for Literacy and Reading Instruction

Graduate School of Education

SATURDAY MORNING ONE-TO-ONE READING & WRITING TUTORING REGISTRATION FORM

Please complete one “Registration Form” & one “Payment Form” for each family. A completed “Academic Information Form” is needed for each child attending tutoring. Contact CLaRI’s Associate Director, Ashlee Campbell (716-645-2470 / ub-clari@buffalo.edu) with questions and to check availability of tutoring spots.

FAMILY INFORMATION

Child’s Name _____ **Gender** _____

Age _____ Birthday _____ Grade in Fall 2024 _____

School _____

Child’s Name _____ **Gender** _____

Age _____ Birthday _____ Grade in Fall 2024 _____

School _____

Parent 1’s Name _____

Home Phone # _____ Cell Phone # _____

Parent 1’s Address _____

Parent 1’s Email Address _____

Parent 2’s Name _____

Home Phone # _____ Cell Phone # _____

Parent 2’s Address _____

Parent 2’s Email Address _____

Marital Status: _____

TUTORING FORMAT

CLaRI offers both in-person and virtual tutoring. In-person tutoring occurs on-site at CLaRI. Virtual tutoring occurs over Zoom. All in-person and virtual instruction is one hour in length. Each child is paired with a literacy specialist who will provide all literacy instruction during the fall. Tutoring must remain in the chosen format (in-person or virtual).

- Virtual Tutoring
- In-person Tutoring

SCHEDULE INFORMATION

Tutoring meets every Saturday from September 16th to December 9th, except for Saturday, November 25th. Each tutoring session is \$60. Financial assistance is not available for Saturday tutoring. A make-up tutoring session will be offered Saturday, December 16th.

<p>Please indicate your preferred tutoring times with a 1 (most preferred), 2, & 3 (least preferred). All requests will try to be honored.</p> <p>9:00-10:00 _____</p> <p>10:15-11:15 _____</p> <p>11:30-12:30 _____</p>

FORM SUBMISSION

Email (ashleeb@buffalo.edu) or fax (716-645-5060) completed “Academic Information Form,” “Registration Form,” and “Payment Form” to CLaRI’s Associate Director, Ashlee Campbell.

PARENT SIGNATURE:

In bringing your child to the University at Buffalo’s Center for Literacy and Reading Instruction and signing below, you indicate that you are aware that:

1. All tutoring must be conducted at CLaRI. Off-site tutoring is not permitted.
2. All CLaRI books and resources must be returned to CLaRI at the end of tutoring and in the same condition as they were loaned to you.
3. Families are expected to attend each session. 24-hour prior notice is required for an excused absence (family emergency/illness/vacation). Only one make-up session will be offered for the excused absence. Refunds will not be given for any additionally missed sessions, for any reason.
4. Families are expected to attend each tutoring session for each of the four months during fall tutoring: September, October, November, and December. Families are responsible for paying for each tutoring session over the four months, even if their child(ren) does not attend tutoring (one make-up session is available for one excused absence per child). Refunds will not be given.

→ _____
Signature of Parent or Legal Guardian
Date

Upload completed forms to the CLaRI secure box folder:
<https://buffalo.app.box.com/f/b8b383b9cd974a95b1c5c90038b2c0cd>.
 Label the document with your child's first and last name and title of the form.