

# UPWARD BOUND

## Self-Tutoring Absence Request & Contract

\_\_\_\_\_ has explained to me the purpose and requirement of Upward Bound  
(Student Name)

Self-Tutoring and I, \_\_\_\_\_, verify that this student will be unable to attend Academic  
(Printed Name of Coach/Sponsor)

Assistance due to the following school related activity during the times and dates listed below:

After School Activity: \_\_\_\_\_

Day of Activity:      Monday              Tuesday              Wednesday              Thursday              Friday  
Time:                      \_\_\_\_\_              \_\_\_\_\_              \_\_\_\_\_              \_\_\_\_\_

Date Activity Begins: (MM/DD/YY) \_\_\_\_\_ Date Activity Ends: (MM/DD/YY) \_\_\_\_\_

\_\_\_\_\_  
Signature of Coach/Sponsor

\_\_\_\_\_  
Coach/Sponsor e-mail or phone number

**\*\*Student – please note that you need a separate Absence Request Form for each activity in which you are involved\*\***

I have read and understand the following A<sup>2</sup> self-tutoring policies and procedures on page 2.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Tutoring Supervisor Signature:** \_\_\_\_\_

Note: By signing, you are agreeing to monitor the student's studying time(s). -This person must be the same that signs the tutoring log

UB Staff Initial & Date: \_\_\_\_\_

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## Self-Tutoring Absence Request & Contract

Self-Tutoring is only available for Upward Bound students who are involved in school-related extra-curricular activities that conflict with the student's scheduled A<sup>2</sup> day (this does NOT include work). This contract must be signed and turned in to the UB staff *within the first month* of the request to begin Self-Tutoring. By signing this contract, you understand and agree to the contract and the details within. Tutor supervisors will provide an environment favorable to learning, in order for the student to complete his or her weekly Self-Tutoring requirement.

### Eligibility for Self-Tutoring:

1. Extra-curricular activities that conflict with the Upward Bound A<sup>2</sup> session—sports, organizational requirements and after-hours class requirements.
2. Submit an Absence Request Form, with sponsor verification (signature) of the date and time for the A<sup>2</sup> sessions to be missed (**page 1 of this document**).
3. Find a responsible adult (i.e., parent, teacher, trusted adult) to supervise Self-Tutoring sessions. That adult must sign below and sign self-tutoring logs.
4. All forms must be submitted to the UB office or Site Coordinator at your school by the last day of the current A<sup>2</sup> session. (See back of log for specific dates)
5. ***Students continue to be required to make weekly contacts with UB staff or on Blackboard.***
6. The following **DO NOT** make you eligible for Self-Tutoring: After-school job, Non-school-related organizations, Family Trips

### How to record Self-Tutoring time and activities:

1. Student must turn in a record of time spent on a Self-Tutoring Log form by the posted deadline each month.
2. Students can turn in study time record by returning the Self-Tutoring Log to UB staff when at your school, scan and email or fax them. **ST Logs will not be accepted after the posted deadline or without a tutor supervisor signature.**

### Self-Tutoring Stipulations:

1. Students with Prescription Sheets will be held accountable to the details of their Prescription Sheet.
2. Students on self tutoring will be required to report the same amount of time that would be required if they actually attended A<sup>2</sup>.
3. The Upward Bound “Three Strikes—You’re Out” Policy will still be in effect for students on Self-Tutoring.