

\_\_/\_\_/\_\_

Dear Parent/Guardian,

As a participant in the Carl Sandburg College TRIO Upward Bound Program,

\_\_\_\_\_ is required to seek the assistance of a tutor any time their grades fall below program requirements in any one class.

To confirm attendance, we ask that the student fill out the form below at each meeting to verify their tutoring attendance. We appreciate your assistance with this matter and would like to thank you for helping your student grow and pursue excellence. If you should have any questions in regards to this form, please feel free to call me at 309-341-5448.

Sincerely,

Christopher Williams  
Director, TRIO Upward Bound**Tutoring Subject(s)****TO BE COMPLETED BY THE TUTOR:**

Tutor's Name \_\_\_\_\_

Tutor's phone number \_\_\_\_\_

Tutor's Email \_\_\_\_\_

Date Attended \_\_\_\_\_ Time Start \_\_\_\_\_ Time End \_\_\_\_\_

Tutoring Location \_\_\_\_\_

**By signing below, I certify that the above information is accurate and correct.**

Student's Name (print)

Student's Signature

Date

Tutor's Name (print)

Tutor's Signature

Date