

## **ETS Tutoring Policy & Instructions**

Before receiving tutoring services from the Educational Talent Search program, two forms must be completely filled out. Those two forms are the *Teacher's Recommendation for FREE Tutoring* and *Student's Request for Tutoring*, which can be found on our website. The *Teacher's Recommendation* form must be filled out by the student's teacher of the subject area where tutoring is requested. The student requesting tutoring fills out the *Student's Request for Tutoring*.

Once these forms are filled out, either mail them to the ETS Office or give them to the ETS Advisor during a school visit. The mailing address is:

Educational Talent Search  
Iowa State University  
0113 Student Services Building  
Ames, Iowa 50011-2225

Once the forms have arrived to the ETS Office, the program advisors will look for a tutor competent in the subject area requested. ETS is responsible for helping find a tutor; the student is responsible for contacting and setting a schedule with the tutor.

***For further information, contact an ETS Program Advisor.***



## Teacher's Recommendation for FREE Tutoring

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

**The student named above is (check one):**

- Working below grade level in science.
- Working below grade level in math.
- Scoring below the 70<sup>th</sup> percentile in science.
- Scoring below the 70<sup>th</sup> percentile in math.

I recommend the above student for free tutoring offered by Educational Talent Search on the basis of the above criteria.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

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*Cut here:*



## Student's Request for Tutoring

Student's Name \_\_\_\_\_

School \_\_\_\_\_ Grade in School \_\_\_\_\_

The subject I want tutoring in is \_\_\_\_\_.

My present letter grade in that subject is \_\_\_\_\_.

I hope tutoring will help me \_\_\_\_\_

\_\_\_\_\_

I verify that I am a participant of Educational Talent Search and eligible for the tutoring service provided.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date