



## Pokégnek Bodéwadmik • Pokagon Band of Potawatomi

Department of Education

Box 180 • 58620 Sink Road • Dowagiac, MI 49047 • [www.PokagonBand-nsn.gov](http://www.PokagonBand-nsn.gov)  
(269) 782-0887 • (888)330-1234 toll free • (269) 782-0985 fax

### **SYLVAN TUTORING PROGRAM**

Bozho!

Getting children into the Pokagon Band of Potawatomi Department of Education Sylvan Tutoring Program must begin with the initial contact from parents or guardians. As a follow-up to the request for tutoring you made for your child, below is an outline of the steps to be taken during the registration process. You may find it helpful to refer back to this periodically.

1. Department of Education sends the paperwork to Parent / Guardian:  
K-12 Registration (if not already in the K-12 Program)  
Sylvan packet
2. Parent / Guardian gives the Pokagon Band / Sylvan Tutoring referral to teacher
3. Parent / Guardian returns completed forms (signed Tutor Request / Agreement, Referral Form, and Release of information Form and additional items listed on the Information Sheet copy of Pokagon Band of Potawatomi Tribal ID card and copy of current grade)
4. K-12 Program enters student in Pokagon Band Sylvan Tutoring Program when completed information is received
5. Parent / Guardian contacts preferred Sylvan Center to arrange for the evaluations
6. Department of Education contacts Sylvan Center about payment arrangements
7. Department of Education places check request when the Center sends an invoice
8. Parent / Guardian sends follow-up assessments and grade cards to Department of Education

Your input is important; feel free to contact us with questions and concerns.

Sincerely,

Kristie Bussler  
K-12 resource Specialist



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### **Pokagon Band of Potawatomi Department of Education Sylvan Tutoring Information Sheet**

#### **Program Description**

The Pokagon Band of Potawatomi Sylvan Tutoring Program is a tribally funded program designed to serve Pokagon students across the nation enrolled in schools outside the Ten County Service area. The intent of the program is to serve as many Pokagon students in K-12th grades as possible that are at risk of failing required subject areas where Sylvan tutoring centers are available. Eligible students should complete the provided application. After approval of services, applicants will receive confirmation, and parents are to set up appointments and continue to work with the Sylvan Center, as well as the Pokagon Band Department of Education's K-12 Program. Students receiving services through the Sylvan Tutoring Program will receive funding of up to \$2,500 for tutoring services for the current school year. The Band will pay up to \$250 for the additional initial testing and enrollment fees the student may have. Exceeded amounts will be the responsibility of the parent/guardian, as well as payment for any missed sessions not pre-arranged with Sylvan.

Applications will be processed on a first come first serve basis.

#### **Student Eligibility Requirements**

1. A student must be a citizen of the Pokagon Band of Potawatomi and provide a copy of their membership card with the application.
2. A student must be enrolled in the K through 12th grades.
3. A student must be receiving an unacceptable grade in a core class or subject area or demonstrate need based on other criteria, such as an IEP or 504 plan.

#### **Application Checklist**

- \_\_\_\_ Copy of Pokagon Band of Potawatomi's ID card
- \_\_\_\_ Tutor agreement signed by both parent and student
- \_\_\_\_ Referral form completed by student's teacher
- \_\_\_\_ Copy of current grade report

#### **Follow-up**

- \_\_\_\_ A copy of any assessment, pre and posttests from Sylvan
- \_\_\_\_ A copy of the student's report cards during the time attending the Sylvan Tutoring Sessions





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**Pokagon Band / Sylvan Tutoring Referral** - To be completed by student's subject teacher.

Teacher: \_\_\_\_\_ Subject: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

Return this form to:

Pokagon Band of Potawatomi Department of Education

Phone: 269-782-0887 or (toll free) 888-330-1234 FAX 269-782-0985

The above named student has been recommended for tutoring. To best serve the student's needs and effectively ensure academic success, a better understanding of any challenges your student is experiencing is needed. Please take a moment to complete the following questionnaire and return to the Pokagon Band of Potawatomi. Please attach to this form a copy of the report card or progress report showing assignments and grades.

Grade: \_\_\_\_\_ Current Grade (Please show a letter grade and/or percentage)  
\_\_\_\_\_ There has been a sudden drop in this student's grade  
\_\_\_\_\_ There has been a steady drop in this student's grade  
\_\_\_\_\_ Low test scores  
\_\_\_\_\_ The current grade reflects a particular unit of study  
\_\_\_\_\_ The current grade reflects consistent difficulty with subject comprehension  
\_\_\_\_\_ The current grade reflects absences. How many days absent from this class \_\_\_\_\_?

Homework: \_\_\_\_\_ Homework is done on time but is incorrect  
\_\_\_\_\_ Homework is turned in sporadically and may be incomplete  
\_\_\_\_\_ Homework is not turned in

Motivation: \_\_\_\_\_ Student is attentive but has difficulty with subject comprehension  
\_\_\_\_\_ Student is attentive at times, depending on the current unit or activity  
\_\_\_\_\_ Student is not attentive. Is behavior an issue? YES / NO  
\_\_\_\_\_ Student may need modifications and or other district testing services  
\_\_\_\_\_ Student may need referral to community support service/s

Teacher's Recommendations/ Suggestions: \_\_\_\_\_ Student needs academic mentoring in subjects, study skills and/or organizational skills  
\_\_\_\_\_ Student needs to be referred to Sylvan for academic testing  
\_\_\_\_\_ Student would benefit from peer tutoring  
\_\_\_\_\_ Other- Please attach with form.

Additional Information: \_\_\_\_\_ Student is currently receiving tutoring services from a school program  
\_\_\_\_\_ Parent has attended parent/teacher conferences  
\_\_\_\_\_ Parent communication concerning the student's education is strong

Teacher's Signature \_\_\_\_\_ Phone \_\_\_\_\_ Plan Time \_\_\_\_\_

*Thank you for your time and cooperation in assisting with the success of our shared student.*



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**Pokagon Band of Potawatomi Department of Education**

**Sylvan Tutor Program**

**Release of Information Form**

**Student Information**

Student's Full Name: \_\_\_\_\_

First

Last

M.I.

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I give permission for the Sylvan Institute to release financial and academic information to the Pokagon Band of Potawatomi Department of Education concerning the above named student.

The Pokagon Band of Potawatomi Department of Education will need this form completed to carry out the student's application for Sylvan Tutoring Program Assistance. This information will be used for payment purposes and to track the progress of the student.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Office Use:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## PARENTAL CONSENT FOR RELEASE OF STUDENT INFORMATION

As the parent/guardian of \_\_\_\_\_, I hereby allow my child's school(s) to release individual student information about my child to the Pokagon Band Department of Education. This information is to include attendance records, grades, testing/assessment results, Individual Education Plans, school assignments, disciplinary reports, and any other individual information. This consent is in effect unless specifically rescinded in writing.

\_\_\_ **ACCEPT/AGREE:** I give permission for the release of my child's school information to the Pokagon Band of Potawatomi / Department of Education.

\_\_\_ **DECLINE/RESCIND:** I do not give permission for the release of my child's school information to the Pokagon Band of Potawatomi / Department of Education.

Parent/Guardian Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

Office use only

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School attending \_\_\_\_\_



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### **Pokagon Band of Potawatomi Department of Education K-12 Sponsored Tutoring Program with Sylvan Learning Centers**

The Priorities for the K-12 Sponsored Tutoring Program:

Pokagon K-12 students who are attending school out of the Ten County Service area, display need, are receiving a C- or below grade in a core subject, or have special needs are the priorities for this program.

Qualifying Facilities:

We are working with Sylvan Learning Centers, not an individual offering tutoring for payment.

Financial Support:

We will pay testing fees, if needed for the tutoring facility, up to \$250, and up to \$2,500 for tutoring fees for a school year.

Parents' responsibilities include:

contacting the Sylvan Center to arrange testing and schedule the tutoring sessions; and providing transportation for the student to and from the facility; and following the guidelines set forth by the Center, including attendance policies; and paying for the sessions missed due to student's lack of attending; and forwarding any reports issued by the Center concerning the student's progress.

Student's responsibilities are to:

study and follow-through on the assignments; and attend regularly, unless previous arrangements are made.

Department of Education's responsibilities are to:

initiate the placement with conversations with family, and teachers; and process the check requests for testing and tutoring; and keep records of the student's progress.

Tutoring Facility's Responsibilities include:

keeping the parents informed on the progress of their student; and providing notice to the Department of Education upon the completion of the tutoring; and providing information concerning the student's progress, if requested.