



____ / ____ / ____

Dear parent/guardian:

As a participant in the Sandburg 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 complete the form below at each meeting to verify their tutoring attendance. We appreciate your assistance with this matter and thank you for helping your student grow and pursue excellence. If you have any questions about the form, call me at 309.341.5462.

Sincerely,
Ashley Lee
Director of TRIO Upward Bound

Tutoring subjects _____

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.

Printed student name	Student signature	Date
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Printed tutor's name	Tutor signature	Date
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The Sandburg TRIO Upward Bound program is funded by a federal grant through the U.S. Department of Education in the amount of \$324,979.