

MSU America Reads*America Counts Referral Form

NOTE: The information provided will only be used for the explicit purpose of matching your student(s) with an MSU America Reads*America Counts (MSU AR*AC) Tutor(s) and will remain confidential. **All Fields are REQUIRED for this program**

Step 1: Teacher's Information

Step 2: Sign Memorandum of Understanding

Step 3: Referred Student's Information

Step 4: Complete Pre-Assessment of Student

Step 5: Send Refusal of Service Slip home with student

Step 6: Mail Form to OCI, P.O. Box 170545 Bozeman, MT 59717-0545

STEP 1: Teacher Information (please print clearly)

Last Name: _____ First Name: _____ Phone: _____ Grade: _____ E-mail: _____ Email is our primary means of communication; if you prefer that we communicate with you via phone check here: <input type="checkbox"/>	School: (Check One) <input type="checkbox"/> Great Beginnings <input type="checkbox"/> Sacajawea <input type="checkbox"/> Learning Circle <input type="checkbox"/> Irving <input type="checkbox"/> Longfellow <input type="checkbox"/> Hyalite	<input type="checkbox"/> Morning Star <input type="checkbox"/> Chief Joseph <input type="checkbox"/> Whittier <input type="checkbox"/> Hawthorne <input type="checkbox"/> Other:
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STEP2: Memorandum of Understanding

In order to better assist each referred student, I agree to the following:

1. To treat tutors with respect and dignity and establish ongoing communication with the tutors in my classroom.
2. To act as an in-class supervisor and resource to tutors
3. I will only use tutors with students who have been referred to the MSU AR*AC program in 1-on-1 or small group tutoring situations.
4. To fill out and return all MSU AR*AC paperwork promptly
 - a. Teacher Information
 - b. Memorandum of Understanding
 - c. Student Referral Information
 - d. Student Pre-Assessment AND Post-Assessment at the end of the school year
 - e. Program Evaluation Assessment
 - f. (Optional) Outstanding Tutor Nomination
5. Sign or initial each tutor timesheet to verify their presence in my classroom on a monthly basis.
6. If possible, I will notify each tutor if the student is absent or provide another student for them to work with on that day ONLY.
7. Forward a copy of the "Refusal of Service" Form to the parents/guardians of the child referred, and, by their lack of response, have received permission to refer their child to this program and to use their child's picture, story, and/or quote in pamphlets and other media concerning the MSU AR*AC Program.
8. I understand that the majority of MSU AR*AC tutors are university students, and I am aware that scheduling challenges may result.

Teacher's Signature

Date

SEND ALL FORMS TO:
MSU AMERICA READS*AMERICA COUNTS PROGRAM
 P.O. Box 170545 Bozeman, MT 59717-0545

If you have any questions:

msuamericareads@gmail.com or 406-994-6902