



Oklahoma State University - Tulsa  
**Application for Reading Tutoring Assistance**  
**Fall 2017- Clinic -Main Hall**



Oklahoma State University  
**Tutoring Assistance Program**

**CONSENT FORM**

**Reading: \*Grades 1-8**  
**Begins week of:** September 11<sup>th</sup> & **Ending week of:** November 27<sup>th</sup>  
**Tuesday 4:30pm - 5:30pm**  
 (Tutoring will be held at OSU Tulsa - 700 N. Greenwood - Main Hall)

Date of Application: \_\_\_\_\_

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

Male  Female Age: \_\_\_\_\_ Birth date: \_\_\_\_\_

Student's School: \_\_\_\_\_

Please include address and zip code for out-of-town schools.

Last Grade Completed: \_\_\_\_\_ Grade Entering in Fall: \_\_\_\_\_

Parent's/Guardian's Names: \_\_\_\_\_

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

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home : (\_\_\_\_) \_\_\_\_\_

Mother: Work : (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Dad: Work : (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

(Please indicated the preferred phone #) \_\_\_\_\_

Email: \_\_\_\_\_

Reason(s) for referral to the Reading & Math Center: \_\_\_\_\_

• Has the student previously been tutored at the OSU Reading Center? Yes No When \_\_\_\_\_

Special physical or medical needs: \_\_\_\_\_

**Reading and Math Center Contact Information:**

**Office Phone:** (918) 594-8384 Fax -918-594-8558

**Administrative Assistant (Linda Raska):** (918) 594-8277

Email: [rmctulsa@okstate.edu](mailto:rmctulsa@okstate.edu) Website:

<https://education.okstate.edu/rmc>

*Reading evaluations and tutoring services at the OSU Randall and Carol White Reading and Math Center are conducted by advanced students in reading, mathematics, elementary education and other areas of education under the direction of university faculty.*

*The tutoring sessions and evaluations are occasionally audio or video taped for research, diagnostic and/or instructional purposes. To reach optimum efficiency in tutoring sessions, a number of assessments and evaluations may be administered to determine initial placement, identification of strengths, needs and progress.*

*Whenever student records are used in an instructional situation, confidentiality is maintained in compliance with the Educational Rights and Privacy Act of 1974 (PL 93-380).*

*Tutoring assistance will begin when the student is checked in to our office. Tutoring sessions will be held on the OSU Tulsa campus.*

You will receive a parent letter prepared by your child's tutor at the end of the program.

I understand and agree to the above conditions.

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

\_\_\_\_\_  
 Signature of Parent or Guardian

\_\_\_\_\_  
 Date

Please send forms and checks payable to OSU for *Reading/Literacy* to:

**Randall and Carol White Reading and Math Center**  
 School of Teaching, Curriculum and Leadership  
 111 PIO  
 Stillwater, OK 74078

There is a **\$25.00 enrollment fee for each program**; this covers instruction and all materials. The program is offered three times per year during the Spring, Summer and Fall semesters.

## RMC Policies for Families

1. Students who miss **more than two** tutoring sessions will be dropped from the program for the semester and the tutoring **fee will not be refunded**. Students with **excessive absences may not be allowed to return** for tutoring in future semesters.
2. Students need to arrive at their tutoring sites **five minutes prior** to tutoring whether it is at the RMC or the school site.
3. Parents and Guardians need to pick their children up from tutoring on time, as tutors often have class after tutoring and need to leave.
4. Parents and Guardians should understand that their child is participating in tutoring as part of an OSU course. Tutors are being assessed and monitored at all times during tutoring.
5. Parents and Guardians need to call the RMC (918-594-8384) if their child is ill no later than the morning of the tutoring session.
6. Parents and Guardians are given a calendar of the full tutoring schedule for the semester so that families may plan accordingly to attend tutoring.
7. Tutoring brochures are available online August 1st for fall tutoring, December 1st for spring tutoring and May 1st for summer tutoring (reading only). **A hard copy of the application and your check for \$25.00 secures your child's spot for tutoring on a first come first serve basis. The RMC reserves the right to enroll only struggling readers for the graduate reading clinics.**
8. The RMC does not take reservations for tutoring over the phone or via email. We do have a waiting list and will honor that as space is available.

I understand and agree to the above conditions.

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Student's Name

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Signature of Parent or Guardian

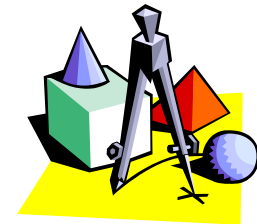
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Date



## THE RANDALL & CAROL WHITE READING & MATHEMATICS CENTER

### OSU TULSA



The Randall and Carol White Reading and Mathematics Center offers personalized tutoring assistance to elementary and middle grade students who wish to improve their reading and mathematics skills. The tutoring program is offered through the School of Teaching and Curriculum Leadership and serves the dual purpose of preparing OSU education majors while helping students from the Tulsa community and area public schools with reading and mathematics skills.