

Tutoring Reimbursement Program Guidelines:

- Chickasaw students in 1st through 12th grades attending a state-accredited school or enrolled in a school which meets state academic curriculum standards for high school graduation.
- Forms needed before tutoring commences:
 - *Academic advisement programs application* Form 04900 with school's referral defining academic assistance needed, completed and signed by the parent/guardian and an acceptable school official;
 - Child's current report card showing a grade of "C" or lower in the area requested for tutoring;
 - If applicable, copy of an IEP or 504 Plan showing child's name and school-recommended accommodation;
 - W-9 for parent/guardian for the reimbursement;
- Documentation showing tutor is qualified - documentation can be in the form of:
 - Teacher certification
 - Resume
 - Professional credentials
 - Letter of recommendation from an acceptable school official and most recent report card for those tutors still in college or high school. For those in high school, tutoring candidates cannot be lower than a 10th grader.
- Tutor cannot be a relative of the child or parent/guardian.
- Tutoring is limited to one hour per day per approved subject area for tutoring.
- Reimbursement is for tutoring in basic skills only – English-based reading, writing, math or science.
- If the subject is geography, social studies or history and the school official makes a referral based on low reading comprehension for this subject, then this subject would fit into the reading area for eligibility along with a report card reflecting the C or below grade criteria for eligibility for tutoring in this subject area.
- Once tutoring has been approved and the [tutoring allowance assistance log Form 04900L](#) has been submitted, a copy of the child's current progress report must be submitted every six weeks to show improvement under the selected tutor's assistance. If no progress has been shown in the six-week period, then the tutor selected will no longer be an eligible tutor.
- Tutoring allowance assistance logs must be turned in monthly. If multiple children from a family are being tutored, all logs are to be submitted at the same time.
- Maximum tutoring allotment per year is \$600 per child.
- Reimbursement will not be provided for school tuition, online course fees, book rental, materials/supplies fees, advanced placement courses, or concurrent college level classes.

Credit Recovery Program Guidelines:

- Chickasaw students in 9th through 12th grades attending a state-accredited school or enrolled in a school which meets state academic curriculum standards for high school graduation.
- Payment will be made directly to the school which is providing credit recovery.
- Forms needed before credit recovery approval:
 - *Academic Advisement Programs Application* Form 04900 with school's referral signed by an acceptable school official.
 - Child's current report card showing a grade of "F"
 - W-9 for school
 - School's credit recovery application
- If for some reason the child should not complete the credit recovery class, the child will be on suspension.
- Maximum credit recovery per year is \$600 paid directly to the school.