



SUCCEED2GETHER  
BUILDING OUR FUTURE, ONE CHILD AT A TIME

**For Office Use Only**

Date Received: \_\_\_/\_\_\_/\_\_\_

Income Verification \_\_\_\_\_

Report Card/Test \_\_\_\_\_

Teacher Contact Info \_\_\_\_\_

Lexile \_\_\_\_\_

Complete \_\_\_\_\_

**After School Tutoring Application 2018-19**

**Please Note:** Each applicant must submit:

- Most recent report card
- Copy of standardized test result if available
- Teacher name and contact information
- Lexile reading level

Student Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_ M/F \_\_\_\_\_

Student email: \_\_\_\_\_ Student Cell #: \_\_\_\_\_

Parent /Guardian: \_\_\_\_\_ Email: \_\_\_\_\_

First Last

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

Street

Apt. / Fl

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home # \_\_\_\_\_ Work. # \_\_\_\_\_ Cell# \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Name

Home Phone #

Cell #

School Attending \_\_\_\_\_

Name

Address

Phone #

Primary Teacher Name \_\_\_\_\_

Primary Teacher Email/Phone \_\_\_\_\_

Do We Have Your Permission to Speak with Your Child's Teacher? \_\_\_\_\_

Best Day/Time for Tutoring (all sessions held at Montclair Public Library - 3<sup>rd</sup> Floor)

Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ (check all available days)

3:00-4:00 \_\_\_ 3:30-4:30 \_\_\_ 4:00-5:00 \_\_\_ 4:30-5:30 \_\_\_ 5:00-6:00 \_\_\_ (check all possible times)

**Areas in Need of Academic Support:**

Please number the areas by order of importance: 1 being the first subject of concern to 6 being the last.

Math \_\_\_ Reading \_\_\_ Writing \_\_\_ Science \_\_\_ Social Studies \_\_\_ Book Buddy \_\_\_

Describe any academic, behavioral, or social issues that affect your child's ability to learn:

\_\_\_\_\_



List any known allergies, illnesses or other needs requiring accommodation:

My child participates in the following after-school activities: \_\_\_\_\_

Does your child have an IEP? (optional) \_\_\_\_\_

Will you participate in a literacy workshop for families during the academic year? \_\_\_\_\_

**Tutoring Policies**

- 1. **Three unexcused absences will result in ineligibility to participate in this tutoring program.** If your child is unable to attend the scheduled tutoring session, **call (973-746-0553) or (201-294-8707) or email [info@succeed2gether.org](mailto:info@succeed2gether.org) by noon the day of the session** to avoid incurring an unexcused absence.
- 2. **Students must be on time.** Each student must check in with the Program Director when they arrive at the Montclair Public Library. Persistent tardiness will result in a warning to the parent and may lead to expulsion from the program.
- 3. **Students must respect others and abide by all policies of the Montclair Public Library.** If your child violates this code during a scheduled session, you will be notified, and a meeting scheduled for you, your child and the director.
- 4. **Tutoring cancellations due to weather conditions will follow the Montclair School District.** If school is in session there will be tutoring. If Montclair’s after-school activities are cancelled, tutoring will be cancelled. In the event of deteriorating weather conditions during the day, we will decide by noon whether to cancel tutoring for that day and notify you (by email or “**the best way to reach you**”).
- 5. **The Montclair School District calendar and updated school closing information can be found at [www.montclair.k12.nj.us](http://www.montclair.k12.nj.us). NOTE: Normal tutoring schedules will be held on early dismissal days.**
- 6. Succeed2gether is not responsible for your child’s transportation to and from the Montclair Public Library or for your child’s care before or after their tutoring session.
- 7. **New: All applicants must provide Income Verification, a most recent report card and standardized test result (if available to parent); Lexile reading level; and a teacher name and contact information in order to be scheduled for a first tutoring session.**

This application is an acknowledgement of your child’s participation in the Succeed2gether After School Tutoring Program. By signing this application, you are giving permission for your child to participate in our tutoring program. Adding your initials will give us permission to contact your child’s teacher to discuss the most effective way to tutor your child.

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

Parent/Guardian (print name) \_\_\_\_\_ Initials \_\_\_\_\_

**Please return this signed and completed application; income verification; report card and standardized test result; and teacher name and contact info to Succeed2gether:**

- (1) In Person: 11 Pine Street, Montclair
- (2) Email: [info@succeed2gether.org](mailto:info@succeed2gether.org)
- (3) Mail: P.O. Box 1355, Montclair NJ, 07042



**Income Verification/Documentation  
REQUIRED TO START TUTORING**

Total number of Persons in household \_\_\_\_\_

TOTAL\* annual income for the household \_\_\_\_\_

**\*Include income from wages, welfare, child support, alimony, pensions, retirement, SSI and unemployment**

**Please provide us with ONE of the following: Current Income Tax Return, 1099 or current W-2 Form.**

**Directions :** Please list all individuals and their income that are living in the household of the person receiving our services and include all documentation for those individuals.

Name of Student: \_\_\_\_\_  
(PRINT)

Address: \_\_\_\_\_  
STREET CITY ZIP CODE

Household size (include all persons who reside at above address) \_\_\_\_\_

**List ALL by name residing at above address (including person above):**

Name	Age	Relationship in household	Income*



Name of person receiving service \_\_\_\_\_

Please identify the person receiving service in one of the categories below.

This information is for statistical purposes only.

<b>RACE</b>	<b>Hispanic or Latino A</b>	<b>Non-Hispanic or Non-Latino B</b>	
White			1
Black/African-American			2
Asian			3
American Indian/Alaskan Native			4
Native Hawaiian/Other Pacific Islander			5
American Indian/Alaskan Native & White			6
Asian & White			7
Black/African-American & White			8
American Indian/Alaskan Native & Black/African-American			9
Other Multi-Racial			10



## Tutoring Policies

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