NEEDHAM PUBLIC SCHOOLS
Private Tutoring on School Property

Tutor's Name:______________________________ Date: __________________

Student's Name: ____________________________

Grade Level: ________ School: ________________________________

Subject being tutored: _______________________

Location of tutoring session(s):
   School: ____________________________      Room number: ________

Tutoring sessions will occur:
   Day(s) of week: ______________
   Start Time: ______________      End Time: ______________
   Beginning Date: ____________    Concluding Date(estimated): ____________

I fully understand the Needham Public Schools' Guidelines for Private Tutoring.

______________________________
Tutor's Signature

I have informed the following staff:

______________________________    ________________________________
Student's Counselor                 Student's Teacher

Approved by:

______________________________
Principal's Signature           Date

A copy of this form must be submitted to the Director of Community Education and Planning at the Administration Building. An annual registration fee of $10 must accompany this form. (Make check payable to Needham Public Schools.)

9/10  Private tutoring for pay rate: $50 per hour