

ATTENDANCE

You are counted on to attend each session and to come prepared to work with your student. We realize that illness and other unexpected events make an occasional absence inevitable. If you are going to be absent or late call your student and Chicago Tutoring Connection as soon as possible.

Any volunteer (or student) who drops below 70% attendance during any term will be placed on probation in the program for the next term. You will be notified and given an option to meet with a staff or coordinator to discuss the situation. The attendance for the next term must meet or exceed the program attendance expectation of 80%. Any volunteer (or student) that drops below 60% in any term will be made inactive in the program and will have an option of rejoining the program at a later date.

Any volunteer (or student) that signs into the program on a Tuesday or Wednesday session night after 6:30 pm is considered late and will be allowed to remain for the night, BUT the attendance will not be credited.