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Scheduling Checklist

Scheduling Information – Tutoring Information Sheet

- Start/End Dates,
- Day/Time/Subject,
- Tutoring Off Dates,

Enrollment Sheet

- SIS Numbers – entries must be 9-digits in length,
- Date of birth,
- School email address,
- Grade – (current year,
- Subject – separate ‘reading’ and ‘math’, if applicable,
- Demographics,
 - Race / Ethnicity,
 - Low-income status,
 - SED,
 - English Learner,
 - Primary Language – only answer if student has ‘Y’ under ‘English Learner’,

Assessment Scores Sheet

- All students also listed on enrollment sheet,
- All completed assessment windows have standard scores listed,
- Name of the assessment should be listed,
- Scores will be 3-4 digits long,

Criminal Background Check

- Match list – CBC Reconciliation worksheet (tab next to your match list),
 - Verify tutor has been marked cleared on this worksheet (be careful in checking the correct district, as we have tutors working in myriad districts),
- District CBC List – Must be the ‘Finalized List’,
 - Tutor Approval Verification – Column K,

Matchlist

- Update after any/all schedule modifications,