



NAME: _____ POSITION: _____ EMPLOYEE ID: _____

As an employee at IPSD 204, you can be added to the tutor list. Please let us know the level, subjects and tutor calendar (see below). You must be employed by the district in order to be on the tutor list.

Please return completed form to tania_pacheco@ipsd.org or interoffice mail it to her at the CEC.

The information is pulled directly from Lawson including the phone number. If you wish to use different number, it will be changed in Lawson, Connect ED and everywhere else in the system. Please be aware of any suspicious phone calls or texts as your personal phone number will be listed on the district website's tutor list.

The options for tutor calendar (choose 1) are:

SCHOOL	School Year Only
SUMMER	Summer only
YEAR	All Year

The options for level (choose 1) are:

6-12	6 th through 12 th grade
6-8	6 th through 8 th grade
9-12	9 th through 12 th grade
K-12	All grade levels
K-5	Kindergarten through 5 th grade
K-8	Kindergarten through 8 th grade

The options for subject areas (max 3) are:

ACCOUNTING	Accounting	
ADAPTED PE	Adapted Physical Education	
ALL SUBJCT	All Subjects	
BIOLOGY	Biology	
BUSINESS	Business	
CHEMISTRY	Chemistry	
CHINESE	Chinese-Mandarin	
FRENCH LAN	French Language	
LA/ENG	Language Arts/English	
MATH	Math	
PHYS.ED	Physical Education	
PHYSICS	Physics	
READING	Reading	
SCIENCE	Science	
SOC STD	Social Studies	
SPANISH	Spanish	
SPECIAL ED	Special Education	
STDY SKILL	Study Skills	
WRITING	Writing	