

TCH Onboarding Steps 2024-2025

Academy and Elementary Principal collaborate on TCH programming.

- ◆ Identify TCH Coordinator
- ◆ Identify location, days, times of tutoring sessions each week.
- ◆ Identify potential tutees. (Must attend 2 days/week)
- ◆ Submit TCH School Application: [Home - TCH \(tchstudent.org\)](https://tchstudent.org).
- ◆ Enroll in i-Ready programming.
 - contact Jackie Downs tch@sffcfoundation.org for information.
 - Provide tutee list to SFFC Foundation (i-Ready ID and grade only)
 - Tutee i-Ready ID should be the same as NAD ID
- ◆ Facilitate i-Ready Professional Development (included with i-Ready account)
- ◆ Facilitate tutee i-Ready assessments prior to start of tutoring.
- ◆ Grant the SFFC Foundation access to anonymized results/data.

TCH Coordinator (must be an educator)

- ◆ Complete orientation with the SFFC Foundation
- ◆ Complete first session of i-Ready Professional Development
 - ◆ Explain to i-Ready representative that the TCH tutors will be using i-ready
- ◆ Choose TCH Tutor applicants.
 - ◆ Provide Letter of Recommendation to SFFC Foundation for each tutor.
- ◆ Provide TCH Tutor Orientation
 - ◆ Including the second session of i-Ready Professional Development
- ◆ Administer Tutor Assessment to determine placement for tutoring.
- ◆ Have Tutors submit a TCH Tutor Application: [Home - TCH \(tchstudent.org\)](https://tchstudent.org)
- ◆ Complete any TCH survey sent by SFFC Foundation
- ◆ Share ID#, grade and scores with the SFFC Foundation after each i-Ready assessment.

School Treasurer

- ◆ Complete and submit an ACH form unless receiving paper check.
- ◆ Complete and submit a W9 tax form.
- ◆ Collect Tutee payment and payment contract.
 - *An example will be provided upon request.*

TCH Tutor

- ◆ Complete assessment to determine placement for tutoring.
- ◆ Complete TCH orientation
 - Including the second session of i-Ready Professional Development
- ◆ Submit a TCH Tutor application: [Home - TCH \(tchstudent.org\)](https://tchstudent.org)
- ◆ Complete any Tutor Surveys sent by SFFC Foundation.