

Absentee Report Form

This notice is to inform you that your student requested tutoring from the Humanities Department Writing Program and has missed one or more tutoring sessions.

Name of Humanities Professor:_____

Student Name:_____

Number of tutoring appointments missed:_____

Date and time of missed appointment(s):_____

Please Note: If this student misses another tutoring session, the student will not be permitted to return to tutoring without first meeting with the Writing Program Coordinator. Any student may attend the Drop-in Center. However, private one-on-one peer tutoring is in demand with a limited number of tutors and time on the part of the tutors. Tutoring is most effective when both the student and tutor live up to their respective responsibilities. Unless a student abides by the signed agreement stating the terms of the tutoring, a tutor may be reassigned to another student. Missing appointments is cause for a student's dismissal from the tutoring program.

Comments: