

**TCH Next Steps  
(after application approval)  
2025-2026**

**Principal:**

- ◆ Continue collaboration between Elementary and Academy Principal
- ◆ Continue to support your TCH Coordinator
- ◆ Aid in facilitating Parent/Tutee/Tutor conference as needed
- ◆ Communicate with the SFFC Foundation as needed

**Coordinator:**

- ◆ Assign tutor/tutee groups based on ability/needs
- ◆ Proctor ALL tutoring sessions (not to occur while teaching a class)
- ◆ Provide tutor feedback during/at conclusion of each tutoring session.
- ◆ Approve Session Reports weekly.
- ◆ Facilitate Parent/Tutor/Tutee conference after 2<sup>nd</sup> assessment results (or sooner)
- ◆ Share all i-Ready assessment scores with SFFC Foundation.
- ◆ Complete i-Ready Professional Development sessions as scheduled.
- ◆ Communicate with the SFFC Foundation when applicable
- ◆ Complete any TCH survey sent by the SFFC Foundation

**Tutor:**

- ◆ Complete 2 hours of tutoring each week.
- ◆ Submit a Session Report at the end of each tutoring session.
  - late submission not accepted
- ◆ Conduct Parent/Tutor conference as directed by your TCH Coordinator
- ◆ Complete any TCH survey sent by the SFFC Foundation

**SFFC Foundation:**

- ◆ Provide TCH Orientation material
- ◆ Provide TCH website for applications and Session Reports
- ◆ Communicate with TCH Coordinator and Principal as applicable.
- ◆ Review Session Reports for compliance.
- ◆ Pay scholarship to school monthly
- ◆ Potential observation of tutoring session