

## **TCH Onboarding Steps 2025-2026**

### **Academy and Elementary Principal collaborate on TCH programming.**

- ◆ Identify TCH Coordinator (must be an Educator by training)
- ◆ 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](mailto:tch@sffcfoundation.org) for information.
  - Provide tutee list to SFFC Foundation (i-Ready ID, name, grade)
    - 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 by training)**

- ◆ 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, including a copy of a voided check.
- ◆ Complete and submit a W9 tax form.
- ◆ Collect Tutee payment and payment contract.
  - *An example will be provided upon request.*

### **TCH Tutor**

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