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### STUDENT INFORMATION FORM

#### Parent Information:

Mother's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Email: \_\_\_\_\_

Father's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

If Referral, by whom? /Phone Number \_\_\_\_\_

(Note: We have a referral program of \$20 per referral)

Days of Week/Time of Day You Are Typically Available for Tutoring Sessions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Student Information:

**\*\*This information will be shared with your child's tutor for planning purposes\*\***

Name of Child(ren): \_\_\_\_\_

Grade Level of Child(ren): \_\_\_\_\_

Subject Content to be Reviewed: \_\_\_\_\_

State the problem you are seeing with your child(ren)/When did you first notice it?

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What solutions have you tried as a parent?

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What do you hope to achieve with a tutor? Specify some results.

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Has your child been part of a transition program at the current school or any of his prior schools? How exactly was that set up?

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Does your child have a 504 or IEP plan? If so, can you give us important information related to your child's plan or email us a copy of the plan?

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**Cancellation/Rescheduling Policy:**

**\*\*\*Please make sure you have read this entire document\*\*\***

We have reserved a tutoring appointment time just for you, and our tutors have reserved this time away from their families to spend time helping child(ren). We require a minimum of 24 hours' notice for any cancellations/rescheduling. Please contact your tutor by text anytime to cancel and/or reschedule.

If a true emergency presents itself and conflicts with your appointment, we ask that you notify us immediately through text messaging. It is your responsibility to ensure you have received a reply from the tutor and/or me to confirm the cancellation BEFORE your missed appointment time.

**Important Tutoring Information/Fees:**

1) Sessions are to be used weekly (i.e, 8 sessions in 2 months, 12 sessions in 3 months, 24 sessions in 6 months, etc.). Parents are given an extra 30 days to use sessions after they end. This is to accommodate

possible illness by the tutor, student or parent or any other extenuating circumstances. Any extensions beyond 30 days would have to be approved by the company owner, Helen Panos.

2) Sessions are 60 minutes unless otherwise noted ahead of time. A parent is expected to pick up child on time. If late more than 2 times, the parent will be charged an additional \$25. (late is anything over 15 minutes).

3) Cancellation policy - Cancellation policy is a minimum of 24 hours prior to the tutoring session. If session is not cancelled within this timeframe via a text message to the tutor, then a session will be charged to the credit card on file. Any sessions that are not cancelled within the cancellation policy will count as a session and tutor will be compensated (i.e., no shows/no notice)

4) Tutors will arrive for the sessions at a mutually convenient location determined by parent and tutor ahead of time. Tutors would have already discussed with Helen Panos ahead of time what is needed for the first session. From then on, tutor will decide what is expected for the next session and whether homework is assigned. Tutor will consult and discuss with the parent when needed.

5) If any changes of date or time need to be made for next session, that is to be discussed with the assigned tutor and confirmed during the current session. Any changes must be confirmed 24 hours in advance of the session with the tutor.

6) Tutoring is meant to be a support system through accountability and motivation set up with the tutor. This is what helps relieve a parent's time.

7) The student is required to complete homework prior to the session and actively participate in the session while tutor is with the student.

#### Tutor Responsibilities:

- Attendance/Late/Early Arrivals – Tutors follow the same cancellation policy as the parent. Your tutor will contact you a minimum of 24 hours ahead of tutoring if she/he must cancel due to illness, emergency, etc. If tutor arrives a few minutes late, time will be made up with the student on that same tutoring session after having the parent agree to it. If unable to complete the full 60 minutes, tutor will schedule the minutes owed as an add-on to the next session and parent must agree.
- Confirmation of Tutoring Sessions - Tutor is to confirm with the parent at least 24-48 hours in advance of a tutoring session. If session needs to be rescheduled, tutor will try and do it within the same week or within 7-8 days.

**I have read and agree to the rules stated above.**

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_