

STAY ON TOP TUTORING SERVICE INC.

HOW TO WRITE A INDIVIDUAL LEARNING PLAN

- I. Complete Student information for example: Name, School, D.O.B., Grade, etc.
- II. Test to see the student's strengths and weaknesses. (Use Options Reading and Math K-8) OR (Study Island K-12) (Student previous grade level)
- III. Correct the test. Then look at the skills that the student shows weakness in.
- IV. Write at these three skills that needs to be improved.
- V. Locate these skills that need to be improved by looking at your states websites.
(Under the States Standards at that student's grade level)
- VI. Write these three skills on the child's Individualized Learning Plan.
- VII. Upon completion of the, original learning plan, it must be mailed to Stay On Top tutoring within two weeks.
- VIII. The students learning plan is what you will use to improve the students skills.
- IX. Important!! Tutors must be sure to keep a copy of the student's Learning Plan in the students folder at all times.
- X. Tutors are responsible to get parent's signature on their child's Individualized Learning Plan.

If you need information or assistance please contact the area coordinator who can help you.

(Enclosed in your tutoring packet is a sample Individualized Learning Plan)