

## Faculty Request Form

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*Please use this form to request services for a specific student who needs help in math and/or statistics. You may send this form to us through campus mail, or through the student referred by you.*

Date ..... Faculty name .....

Department ..... Phone # ..... Email .....

Office days/hours ..... Office location .....

Student name ..... Student's phone # .....

1. The student's main problem area (s) as you see it (please check all that apply)

- A specific assignment (please describe in #2)
- Review of pre-requisite material
- Review materials covered earlier in the quarter
- Help understanding specific concepts/theories (please list)
- Help solving practice problems
- Other (please describe)

2. If the problem is specific to an assignment, what is the purpose of this assignment?

3. Are there any specific materials that the tutor should use?

4. Is there any particular information / suggestion for the tutor to keep in mind while assisting the student?

5. May the tutor contact you to discuss the student's progress?  Yes  No

6. Would you like confirmation that the student has attended a tutoring session?

- Yes  No