

Best Practices for Utilizing Foster Youth Tutoring Referral Services: 1-19-18

1. Read all of the requirements on the Foster Youth Info page
 - a. A copy of it is part of this document OR
 - b. You can access it by going to:
<https://www.lacoe.edu/StudentServices/HomelessFosterYouth/FosterYouth/Tutoring.aspx>

2. If the student qualifies for FREE tutoring services, then you may complete the tutoring referral form. This can be accessed at:
https://docs.google.com/forms/d/e/1FAIpQLSeNxLGsD-GjDBUDjDu3QfqX_6q3062OpP7NlgMAifRtig3cDg/viewform

3. Inform the following stakeholders that you have submitted a referral form
 - a. The Principal of the school
 - b. The School Counselor (if there is one)
 - c. The District Foster Youth Liaison
 - d. Your supervisor

This notification can take place via email and simply include the following:

1. Name of the student
2. Student grade level
3. Name of the caretaker
4. School name
5. Your name

Following these practices will help ensure that students are matched with the correct resources and all parties are informed of the actions taking place on behalf of the student.