CARL SANDBURG COLLEGE
TRIO
UPWARD BOUND

SANDBURG

Dear parent/guardian:

As a participant in the Sandburg TRIO Upward Bound Program, _____ is required to seek the assistance of a tutor any time their grades fall below program requirements in any one class.

To confirm attendance, we ask that the student complete the form below verifying their tutoring attendance. We appreciate your assistance with this matter and thank you for helping your student grow and pursue excellence. If you have any questions about the form, call me at 309.341.5278.

Sincerely,
Randi Torrance
Director, TRIO Upward Bound

DATE	TIME	SUBJECT(S)	TUTOR NAME & SIGNATURE

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