

PRIVATE TUTORING PROGRAM DOCUMENT CHECKLIST

Private Tutor Responsibilities

These documents must be filed **prior to the commencement** of the private tutoring program and **annually thereafter on August 1st** with the Superintendent, Pine-Richland School District, c/o Mrs. Mary Pegher, Student Services, 3811 Bakerstown Road, Gibsonia, PA 15044. The Student Services offices are located at the lower parking level of the Richland Elementary campus.

- ☐ Private Tutor Program Notification - List of students in Private Tutor Program (including Names, residences, ages, parent names and contact information and grade levels)
- ☐ Current Background Checks*:
 - Criminal Records Check (Act 34 of 1985 and Act 114 of 2006)
 - Child Abuse History Clearance (Act 151 of 1994)
 - Federal Criminal History Record Information (CHRI) (Act 24 of 2011)
- ☐ Teaching Certificate and PPID#

*Background checks must be submitted every five (5) years from their issue date.

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Parent Responsibilities

- ☐ Immunizations must be filed with the Superintendent, Pine-Richland School District, c/o Mrs. Mary Pegher, Student Services, 3811 Bakerstown Road, Gibsonia, PA 15044, by June 30 or when a student is initially enrolled in a private tutoring program. Following initial submission, updated immunizations must be submitted for grades K, 1, 6.
- ☐ Physical Examination (may be submitted later)*
- ☐ Dental Examination (may be submitted later)*
- ☐ If a student is exempt from immunizations, a Statement of Exemption Letter **must be submitted prior to the start of each school year**.
- ☐ Parents may contact their public school district to confirm a private tutor has submitted a program notification for their student(s).

* Examinations must be dated within one (1) year prior to enrollment. Following initial submission, the following information must be submitted at the specified grade levels:

- Immunizations must be submitted for Grs. K, 1, 7, and 12
- Physical Examinations for Grs. 6 and 11
- Dental Examinations for Grs. 3 and 7

At the end of the School Year

- ☐ Written Assurance (from parent)

Statement of Exemption to Pennsylvania Immunization Law

If your child is exempt from immunizations, he/she may be removed from school during an outbreak. Pennsylvania's school immunization requirements can be found in 28 PA Code Ch.23 (School Immunization) and Allegheny County Health Department Rules and Regulations Article X. School Health Immunization

Name: _____

Birth date: _____

Medical Exemption

The physical condition of the above named child is such that immunization will endanger life or health.

Physician Signature: _____

Date: _____

Religious Exemption

Parent or guardian of the above named child adheres to a religious belief whose teachings are opposed to such immunizations. State your reason for requesting a religious exemption:

Philosophical / Strong Moral or Ethical Conviction Exemption

Parent or guardian of the above named child object to immunizations based on personal beliefs. State your reason for requesting a Philosophical / Strong Moral Ethical Conviction Exemption:

Parent/Guardian

Signature: _____

Date _____

[Family Name and Address]

[Date]

Superintendent
Pine-Richland School District
702 Warrendale Road
Gibsonia, PA 15044

Superintendent,

This letter is to provide written assurance that the instructional requirements listed in 22 Pa. Code Chapter 11, Section 11.31 and 24 PS Section 13-1327 have been met for the [20__ - 20__] school year. The student(s) First Name(s), Last Name(s)] are making satisfactory progress in the tutoring program.

CHOOSE ONE OR BOTH OF THE PARAGRAPHS BELOW AND ADJUST IF NECESSARY.

In accordance with the law, the [elementary] students in this household have studied English (including spelling, reading, and writing), arithmetic, science, history of the United States and Pennsylvania, geography, civics, safety (including fire safety), health, music, and art. Instruction has been given for 180 days.

In accordance with the law, the [secondary] students in this household have studied English, to include language, literature, speech and composition; science, to include biology and chemistry; geography; social studies, to include civics, economics, world history, history of the United States and Pennsylvania; a foreign language; mathematics, to include general mathematics and statistics, algebra and geometry; art; music; physical education; health and physiology; and safety education, including regular and continuous instruction in the dangers and prevention of fires. Instruction has been given for 180 days.

Thank you,

[First Name, Last Name]

[PRIVATE TUTOR PARENT FIRST AND LAST NAME}
[ADDRESS}

[DATE]

Superintendent
Pine-Richland School District
702 Warrendale Rd
Gibsonia, PA 15044

Dear Superintendent,

This letter is to provide written assurance that the instructional requirements listed in 22 PA Code Chapter 11, Section 11.31 and 24 P.S. Section 13-1327 have been met for the 20__ - 20__ school year. The students (FIRST AND LAST NAME(S)) are making satisfactory progress in the tutoring program.

In accordance with the law, the [Elementary/Secondary] students in this household have studied [LIST OF SUBJECTS]. Instruction has been given for 180 days.

Thank you,

Signature
[FIRST AND LAST NAME]