

**NEEDHAM PUBLIC SCHOOLS**  
**Private Tutoring on School Property**

Tutor's Name: _____ Date: _____	
Student's Name: _____	
Grade Level: _____	School: _____
Subject being tutored: _____	
Location of tutoring session(s):	
School: _____	Room number: _____
Tutoring sessions will occur:	
Day(s) of week: _____	
Start Time: _____	End Time: _____
Beginning Date: _____	Concluding Date(estimated): _____
I fully understand the Needham Public Schools' Guidelines for Private Tutoring.	
_____ Tutor's Signature	

I have informed the following staff:	
_____	_____
Student's Counselor	Student's Teacher
Approved by:	
_____	_____
Principal's Signature	Date

**A copy of this form must be submitted to the Director of Community Education and Planning at the Administration Building. An annual registration fee of \$10 must accompany this form. (Make check payable to Needham Public Schools.)**

**9/10 Private tutoring for pay rate: \$50 per hour**