

SYNCHRONOUS TUTORING EMAIL

Dear Mr./Ms. [TEACHER NAME],

This email is to confirm that your student, [STUDENT NAME], visited the Peer Tutoring Center for synchronous tutoring on [DATE].

ASSIGNMENT/REASON: [INSERT HERE]

MAIN GOAL (highlight all that apply):

- Brainstorm for a paper/project
- Revise a draft
- Study for a quiz/test
- Understand something better
- Receive help on homework
- Get tips for studying, time management, or organization
- OTHER:

Together we accomplished [LIST WHAT YOU DID IN THE SESSION].

Overall, the session went [GREAT, GOOD/OKAY, POOR/BAD]. [INSERT ADDITIONAL COMMENTS IF NEEDED]

For questions or comments you can email Ms. Melissa Morgan at mmorgan2@fcps.edu. Feel free to recommend the Peer Tutoring Center to others! Students can sign up using this link.

Sincerely,
[YOUR NAME]
Peer Tutor