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Learner Attendance Procedure

- Step 1 Following the first missed session without notification; the designated tutor will contact his/her learner as a reminder of the requirement to notify the tutor when a session will be missed. The tutor will remind the learner that 3 missed sessions without notification could result in the learner no longer being eligible to receive READ Ottawa services. Results of the inquiry will be shared with the Program Committee for discussion and possible resolution.
- Step 2 Following the second missed session without contacting the tutor, the designated tutor will notify the READ Ottawa Pair Coordinator of the missed session. The Pair Coordinator will contact the learner to review the attendance expectations as a participant of the READ Ottawa program as outlined in the signed Learner Letter of Commitment, as well as investigate possible causes for the lack of attendance.
- Step 3 Following the third missed session without notification; the Pair Coordinator will again investigate possible causes for the lack of attendance compliance.
- Step 4 The learner will be discharged from READ Ottawa if deemed appropriate by the Pair Coordinator. An appeal of this decision can then be made to the Program Committee by the discharged learner.
- Addendum: In the event that a learner loses all contact with his/her tutor and the READ Ottawa program (i.e., “disappears”), attempts to contact that learner will be documented by the tutor and Pair Coordinator. If there remains no contact with the learner after 30 days since the last documented tutoring session, the Pair Coordinator will mail a letter of dismissal to the learner at the last known mailing address, and the learner will be formally discharged from the READ Ottawa program.