University of Wyoming
English Language Center - Tutor Request Form

**Purpose:** This form is only used when requesting a tutor for English as a Second Language help.

**Instructions:** Please complete this form fully and turn it in to the English Language Center. Once completed an assessment interview will be scheduled to determine what kind of learning plan you need.

Name: _______________________________  Today’s Date: ______________________

UW student - Dept. ________ Major ________ or Community member: ________

Email Address: _______________________________  Phone #’s: _______________________________

What dates are you requesting a tutor for: beginning: ___________ ending: ___________

What skill areas would you like to work on?
___ Conversation skills  ___ Pronunciation  ___ Vocabulary and Reading Skills
___ Writing Grammar  ___ Presentation Skills  ___ Listening & Note-taking

Do you have any special learning needs you would like to disclose? If so, please explain so we can better assist you. _____________________________________________

Student Signature: _____________________________________________________________

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**To Be Completed by Tutor Services Staff**

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<th>Course #</th>
<th>Tutor Name</th>
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<th>Notes</th>
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Tutor not Available

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Additional Comments:

Staff Signature: _____________________________________________________________

Date Processed: _____________________________________________________________