CARL SANDBURG COLLEGE

CARL SANDBURG COLLEGE TRIO UPWARD BOUND

Dear Parent/Guardian,

As a participant in the Carl Sandburg College TRIO Upward Bound Program, _____ is required to seek the assistance of a tutor any time their grades fall below program requirements in any one class.

To confirm attendance, we ask that the student fill out the form below verifying their tutoring attendance. We appreciate your assistance with this matter and would like to thank you for helping your student grow and pursue excellence. If you should have any questions in regards to this form, please feel free to call me at 309-341-5448.

Sincerely,

Christopher Williams
Director, TRIO Upward Bound

DATE	TIME	SUBJECT(S)	TUTOR NAME & SIGNATURE

The Carl Sandburg College TRIO Upward Bound program is funded by a federal grant through the U.S. Department of Education in the amount of $324,979.