

Dear Parent/Guardian,

Thank you for your interest in the tutoring services offered through the Department of Literacy Education at SUNY – Plattsburgh. Enclosed is a Policies and Information Sheet, Enrollment Request Forms for the Spring Practicum and the Summer Clinic, and a Payment Information Form.

Please fill out the Enrollment Form; you may fill out both forms if you are interested in possible placement in both the Practicum and the Clinic. Fill out the Payment Information Form, if applicable. Return the forms to the address indicated below. **Please fill out *one form for each child, and make sure that you are filling out the correct form (for Spring Practicum and/or Summer Clinic)*.** If you need additional forms, call the Department Secretary at 564-2154 or, if you have Internet access, you can download the forms from the web page address provided at the end of the letter. **Returning the forms does not guarantee your child a place in the tutoring program.** Spaces are limited. The Director of the Literacy Education Center or her designee will call you during the time period indicated on the Policies and Information Sheet to determine if you are still interested in enrolling your child. If so, the information will be given to the instructors of the relevant courses, and the tutors will call you during the week before the tutoring begins.

Please be sure that you date the forms. This information is very important to ensure fairness and equity when determining enrollment of children. If you need additional information, please send e-mail to peggy.snowden@plattsburgh.edu or call Dr. Snowden at (518) 564-5145. You can also call the Department of Literacy Education secretary at 564-2154.

Return the forms to:

Dr. Peggy L. Snowden, Director
Literacy Education Center
332 Sibley Hall
Plattsburgh, NY 12901

Re: Enrollment Forms

Thank you,

Peggy L. Snowden

Tutoring Information and Forms available at the following two Web Sites:

PDF documents at: <http://www.plattsburgh.edu/academics/education/literacycenter/service.php>

Word documents at: <http://faculty.plattsburgh.edu/peggy.snowden/> (follow link at top to LEC web page)

11/27/07