

Welcome to the

Day in the Life

Tutoring Program

2011-2012

**Day in the Life is sponsored by the University of Virginia's Community Relations Office
400 Ray C. Hunt Drive, PO Box 400229, Charlottesville, VA 22904, 434.924.6855**

Revised 8/23/2011

Day in the Life Tutor Orientation Outline

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I. DITL Program Description and Goals

Program Description

The University of Virginia's Day in the Life Program recruits UVA students to help local youth build or regain an appreciation for education. UVA students provide mentoring and tutoring assistance to youth in Charlottesville City and Albemarle County public schools who are not performing up to their academic potential. The program provides on-going opportunities for youth to spend "a day in the life" of university students.

Day in the Life's mission to help the youth of the local community is fulfilled through its tutoring programs. UVA students provide instruction to local youth in subjects covered by standardized testing. The tutoring, provided both individually and in small groups, is conducted in local schools and community sites as well as at the University. Many of the tutors come from partnerships with academic departments at the University, such as through the Curry School of Education, and the Engineering school.

Program Goals

The purpose of the Day in the Life Program is to give local youth an enhanced ability to succeed and to cultivate a new appreciation for education. The Day in the Life Program seeks to motivate youth via education and positive personal development.

II. DITL Tutoring Programs & Service Learning

Service Learning Project Information and Guidelines 2010-2011

Through the Curry School of Education, Day in the Life has partnered with a "Multi-Cultural Education" course (EDLF 555), currently offered by Bob Covert, to provide a service learning opportunity. The **EDLF 555 Service Learning** opportunities through Day in the Life have been structured recognizing the UVA students' scheduling and transportation needs, and their areas of interest. Carpooling is strongly suggested, and most of the sites are accessible by bus. Please keep in mind that times listed are when actual tutoring begins and ends. Please allow additional time for travel.

Frequently Used Terms and Abbreviations

SL: Service Learning

CCS: Charlottesville City Schools –comprised of 6 elementary school preK-4; one upper Elementary (Walker), grades 5 & 6; one middle school (Buford) grades 7 and 8; one high school (CHS) grades 9-12; and alternative programs serving students in several grades.

CHS: Charlottesville High School

Frequently Used Terms and Abbreviations

DITL: Day in the Life

AVID: Advancement Via Individual Determination

SOL –Standards of Learning

Learning Lab: After School Study Hall

CALM: Charlottesville Abundant Life Ministries

BAM: Buford Academic Mentoring

Zion UBC: Zion Union Baptist Church

B-M Elementary: Burnley-Moran Elementary

***Each site has its own initial orientation session (on site). Sign-in sheets are universal at each site and should be completed each week by the tutor.

*** CCS offers a **Weatherline (245-2401)** to inform the community of school closings, in the event of inclement weather. Please call Weatherline if you have any concerns about weather related closings. Often, CCS closes when UVA does not. When CCS schools are closed, tutoring is cancelled. The Albemarle Co. Weatherline is (434) 296-5886.

Dress Code *(CCS)

Students shall not dress, groom, wear or use emblems, insignias, badges or other symbols where the effect is to distract the other attention of students or otherwise cause disruption or interfere with school operations. The following clothing is considered unacceptable and cannot be worn in school:

- Hats or headgear, including bandanas
- Single or double spaghetti-strap tank tops
- Muscle shirts mesh or see through blouses, shirts and skirts
- Overly tight/short clothing (to include shirts, pants, skirts)

*While this is the “Dress Code” for CCS students, Day in the Life Program participants are expected to respect and adhere to these guidelines. As members of the DITL Program – both the staff and student volunteers – we are expected to present ourselves as role models to the local youth we serve.

Tutoring Procedures-Please Read: Important!

- Students are not to use cell phones at any point during tutoring. This has been a problem for many site supervisors in the past, so please remember to leave your phone in the car and turn it off. Do not give personal information to the children you tutor! This also includes links to personal Facebook or other social networking site pages.
- Please call/email your site supervisor if you cannot attend tutoring for any reason. This is very important; as they need to plan on covering your tutee during the time you would normally be there.
- If you do not find a training time listed for your site, assume that it will be conducted on the first day of tutoring.
- Please ensure you sign-in to tutoring every day. If you do not sign-in, you cannot receive credit for tutoring.

Training Sessions:

****When no time is stated it is the first meeting usually 30 minutes before your scheduled meeting**

- Albemarle AVID
- Buford:
 - Adopt-A-Class
 - Adopt-A-Student
 - AVID Class
 - AVID Study Hall
- CALM
 - Johnson:
 - Walker:
 - Buford Academic Mentoring:
- CHS ISBI
- CHS Math
- Community Attn Home: *To be scheduled one afternoon the first week.*
- Jack Jouett Middle School
 - Afterschool tutoring
 - AVID Class
- South 1st Street Tutoring
- Walker Scholars:
- Zion Union: *30 minutes early on the first night of tutoring.*

Current Tutoring Sites and Times

<u>Site</u>	<u>Day(s)</u>	<u>Time</u>
• Albemarle High School AVID	T TH W	11:30a.m. -12:30 p.m. 10:30 a.m -11:30 a.m.
• Buford Middle School (Hourly Programs)		
Adopt-A-Classroom (Math Classrooms)	M T W TH F	8:00 a.m. – 11:00 a.m. 1:00 p.m. – 2:00 p.m.
AVID Study Hall	M T W TH F	2:30 p.m. – 4:30 p.m.
AVID Class Tutorials	T TH F	9:00 a.m. – 2:30 p.m.
Buford Adopt-A-Student	M T W TH	2:30 p.m. – 3:30 p.m.
Buford ISBI Tutoring Program	M T W TH F	8:00 a.m. – 2:00 p.m.
• Burley Middle School AVID	T TH	10:30 a.m.–11:30p.m. 12:00 p.m.–1:00p.m.
• Burnley-Moran Elementary School	M T W TH F	9 a.m. – 2:00 a.m.
• CALM & BAM 7 th & 8 th grader		
Johnson Elementary*	M T W TH	3:30 p.m. – 5:00 p.m.
Walker Upper Elementary	T TH	2:30 p.m. – 3:30 p.m.

Buford Academic Mentoring	M W	2:30 p.m. – 3:30 p.m.
• CHS High School:*		
CHS Math Tutoring	M T W TH F	1:00p.m. – 4:00 p.m.
CHS ISBI Program	M T W TH F	10:00a.m. – 3:00 p.m.
• Clark Elementary School		
Reading Block	M T W TH F	8:30 a.m. – 10:30 a.m.
Math Block	M T W TH F	1:00 p.m. – 3:00 p.m.
After School Intervention	M T TH	3:00 p.m. – 4:30 p.m.
• Community Attention Home	S M T W TH	7:00 p.m. – 8:00 p.m.
• Jack Jouett Middle School	M T W TH	4:00 p.m. – 5:15 p.m.
○ AVID	M TH	10:30a.m. – 3:00p.m.
• South 1 st Street Tutoring	W	5:30 p.m. – 6:30 p.m.
• Venable Elementary C.L.A.S.S. Program	M T W TH	4:00 p.m. – 5:15 p.m.
• Walker Upper Elementary		
Walker Scholars	M T TH	2:20 p.m. – 3:30 p.m.
		3:25 p.m. – 4:30 p.m.
• Walker Musicians in Action	M T TH	2:30 p.m. – 4:30 p.m.
• Zion Union Baptist Church Tutoring	M TH	6:30 p.m. – 7:30 p.m.

Programs are subject to change. Please check with a Day in the Life Staff Member

Program Sites & Program Descriptions 2011-2012

*Please use this information to familiarize yourself with the needs and programs at each site.
Note also the day(s) and time(s).*

<u>Sites</u>	<u>Day(s)</u>	<u>Time</u>
1. Albemarle AVID Tutorials	T TH	11:30 a.m. – 12:30 p.m. 10:30 a.m. – 11:30 a.m.
<p>The tutor will work in a classroom with small groups of student in tutorials. Tutorials is a method of running a study group where students bring questions they have from their content classes. Tutors are needed to facilitate the group and help students understand the concepts and questioning techniques. Contact: Amber Roberts aroberts@k12albemarle.org (434) 975-9300</p>		
Buford Middle School		
1. Adopt-A-Classroom	M T W TH F	8:00 a.m. – 11:00 a.m. 1:00 p.m. – 2:00 p.m.
<p>"Adopt a Classroom" students will be assigned to a classroom for the semester. They will report to that class weekly and work with small group settings. Contact: Buddy Weiner Benjamin.Weiner@ccs.k12.va.us (434) 245-2411</p>		
2. AVID Study Hall	M T W TH	2:30 p.m. – 4:30 p.m.
<p>The tutor would work with an assigned group of students on their homework, studying or binder organization after school. Tutors can work for one or both of the hours helping students to be better grades. Contact: Monica Green Monica.Green@ccs.k12.va.us (434) 245-2411</p>		
3. AVID Class Tutorials	T TH F	9:00 a.m. – 2:30 p.m.
<p>The tutor would work in a classroom with small groups of student in tutorials. Tutorials is a method of running a study group where students bring questions they have from their content classes. Tutors are needed to facilitate the group and help students understand the concepts. Contact Mrs. Green for exact class start and end times. Contact: Monica Green Monica.Green@ccs.k12.va.us (434) 245-2411</p>		
4. Adopt-A-Student	M T W TH	2:30 p.m. – 3:30 p.m.
<p>Work with students after school in all subject areas. You may have the same student throughout the semester (this may change upon certain circumstances, ie. Sick, etc.) Special need for Spanish tutors. Contact: Benjamin Weiner Benjamin.weiner@ccs.k12.va.us (434) 245-2411</p>		
5. ISBI Tutoring Program	M T W TH F	8:00 a.m. – 2:00 p.m.
<p>Tutors will be assigned to work with students who have been placed in the ISBI setting for that day. One-on-one responsibility to help motivate and support students who will be working on assignments in a highly structured setting. Contact: Buddy Weiner Benjamin.Weiner@ccs.k12.va.us (434) 245-2411</p>		

Burley Middle School		
AVID Program	T TH	10:30 a.m. – 11:30 a.m. 12:00 p.m. – 1:00 p.m.
Volunteers will be working as tutors with small groups of highly motivated 7th and 8th grade AVID students. AVID tutors facilitate the learning process using inquiry and guiding questions. Contact: Peter Henning phenning@k12albemarle.org (434) 295-5101		
Burnley-Moran Elementary School---You must download and fill out the VIP form and bring with you on your first day of tutoring.		
Math and Reading Tutoring	M T W TH F	9:00 a.m. – 10:00 a.m. 1:00 p.m. – 3:00 p.m.
Intervention Block for tutoring in math and reading. Contact: Juanita Eddy Juanita.eddy@ccs.k12.va.us (434) 245-2413		
Charlottesville Abundant Life Ministries (CALM)		
1. Johnson Elementary	M T W TH	3:15 p.m. – 5:00 p.m.
1:1 tutoring with a faith-based organization, individualized lesson plans prepared by education professionals, choice of M, W or TH (or two days/week) from 3:20 – 5:00pm. Contact: Claire Moore Claire@charlottesvilleabundantlife.org (434) 970-2016		
2. Walker Upper Elementary	T TH	2:30 p.m. – 3:30 p.m.
1:1 tutoring with a faith-based organization; focus on homework help, organization, and study skills; choice of T or TH (or both) from 2:30-3:30pm. Rides to and from tutoring site are provided. Contact: Richard Feero Richard@Charlottesvilleabundantlife.org (434) 970-2016		
3. Buford Academic Mentoring	M W	2:30 p.m. – 3:30 p.m.
1:1 tutoring with a faith-based organization; focus on homework help, organization, and study skills; Mondays from 2:30-3:30pm. Rides to and from tutoring site are provided. Contact: Richard Feero Richard@Charlottesvilleabundantlife.org (434) 970-2016		
Charlottesville High School:		
1. Math Tutoring Program	M T W TH F	1:00 – 4:00 p.m.
Tutors at CHS assist students in a math classroom alongside the classroom teachers. Tutors will help answer student questions during the lesson, assist students that are returning from extended absences and/or work with individual students on reviewing and reinforcing skills. We need tutors to assist in Algebra 1 and Geometry classes. Contact: Kim Thompson kim.thompson@ccs.k12.va.us (434) 245-2410		

2. CHS ISBI Program	M T W T H F	10:00 a.m. – 3:00 p.m.
Tutors will assist students in <u>all content areas</u> while the student is assigned to In School Suspension. Tutors will be able to sign up for hourly time. Contact: Sharon Jones Sharon.Jones@ccs.k12.va.us (434) 245-2410		
Clark Elementary School-- You must download and fill out the VIP form and bring with you on your first day of tutoring.		
Reading Block	M T W T H F	8:30 a.m. – 10:30 a.m.
Tutors will work both with individual and small groups of students in a classroom setting. Contact: Daphne Keiser Daphne.Keiser@ccs.k12.va.us (434) 245-2414		
Math Block	M T W T H F	1:00 p.m. – 3:00 p.m.
Tutors will work both with individual and with small groups of students in a classroom setting. Contact: Daphne Keiser Daphne.Keiser@ccs.k12.va.us (434) 245-2414		
After School Intervention	M T T H	3:00 p.m. – 4:30 p.m.
Tutors will assist struggling students in <u>all content areas</u> become proficient in their grade level. Contact: Daphne Keiser Daphne.Keiser@ccs.k12.va.us (434) 245-2414		
“Busy Bee” After School	M T W T H	3:30p.m. – 5:30p.m.
This is an afterschool program for students involving enrichment...club activities, physical fitness, homework assistance and nutrition are main topic areas. Contact: Daphne Keiser daphne.keiser@ccs.k12.va.us (434)245-2414		
Community Attention Home		
1:1 Tutoring	S M T W T H	7:00 p.m. – 8:00 p.m.
(A-Home) is a co-ed group home in Charlottesville serving boys and girls ages 12-18 for both crisis and long-term residential placement. The program provides 24-hour supervision, case management, educational support, recreational activities, specialized topic and life-skill groups, and an option for supplemental services. Needs 2 tutors each night. <u>Training will be scheduled during the afternoon one day the first week.</u> Contact: Jennifer McGlothlin McGlothlinJ@charlottesville.org (434) 981-8341 (434) 970-3343		
Jack Jouett Middle School		
After School Tutoring	M T W T H	4:00 p.m. – 5:00 p.m.
This is an after school program to include homework and reading advancement. Request is for 10-15 tutors each day. Contact: Ashby Johnson ajohnson@k12albemarle.org (434) 975-9320		
Jack Jouett AVID	M T H	10:30a.m.-2:00p.m.

Volunteers will be working as tutors with small groups of highly motivated 7th and 8th grade AVID students. AVID tutors facilitate the learning process using inquiry and guiding questions. Contact: Ashby Johnson ajohnosn@k12albemarle.org (434) 975-9320		
South 1st Street Tutoring		
Homework Assistance	W	5:30 p.m. – 6:30 p.m.
Tutors will meet with students at the neighborhood’s community center to work with them on homework assignments. Open to all. Contact: Jerome Saylor (434) 979-7660		
Venable Elementary		
C.L.A.S.S. Program	M-T-W-TH	4:00 p.m. – 5:15 p.m.
This is an after school program to include snack, outside play, reading/homework and enrichment activities. Important: Students may not have homework everyday! This site have students who are in K-4th grades. Please make note of this. Contact: Deborah Rogers Deborah.rogers@ccs.k12.va.us (434) 531-2890 Erin Kirshner (Principal) Erin.Kirshner@ccs.k12.va.us (434) 245-2418		
Walker Upper Elementary School		
1. Walker Scholars	M T TH	2:20 p.m. – 3:30 p.m. 3:25 p.m. – 4:30 p.m.
Walker Upper Elementary School: Grades 5 and 6 (ages 10-11). Walker Scholars Program: For students who have demonstrated potential for more rigorous academic challenges. Tutors will tutor students in the 4 academic classes including help with homework, studying, and etc. Others will work in the learning lab. Contact: Adam Evans adam.evans@ccs.k12.va.us (434) 245-2412		
3. Musician’s in Action	M T TH	2:30 p.m. – 4:30p.m.
Tutors will provide half-hour lessons to beginner band students. Lessons will consist of teaching technique, the curricular repertoire, and especially practice skills with the goal of promoting good study habits. Participation in this program is not limited to single sessions. U.Va. students who are competent on an instrument are welcome to join this program; music majors are particularly encouraged to contribute their talents. Contact: Robert Dunnenberger robert.dunnenberger@ccs.k12.va.us (434) 245-2412		
Zion Union Baptist Church		
K-12 Tutoring	M TH	6:30 p.m. – 7:30 p.m.
Program offers tutorial assistance to students in grades K-12 grade with homework assignments, school projects, etc. Tutors are usually paired one on one with a student for the semester. Dinner is served nightly. Contact: Marcia Johnson mdj5q@virginia.edu (434) 825-5371		

III. Academic Schedules

UVA Academic Calendar

Fall Semester 2011	
Orientation	Saturday, August 20 - Monday, August 22
Courses begin	Tuesday, August 23
Add/Drop/Withdrawal	Vary by school
Reading Days	Saturday, October 08 - Tuesday, October 11
Fall Convocation	Friday, October 28 - Sunday, October 30
Family Weekend	
Thanksgiving recess	Wednesday, November 23 - Sunday, November 27
Courses end	Tuesday, December 6
Reading Day	Wednesday, December 7
Examinations	Thursday, December 8 - Friday, December 16 *No exams on Sunday, December 11, or Wednesday, December 14
Reading Days	Sunday, December 11; Wednesday, December 14
Fall degrees conferred	Thursday, December 29 (no ceremony)

Spring Semester 2012	
Courses begin	Wednesday, January 18
Add/Drop/Withdrawal	Vary by school
Spring recess	Saturday, March 3 - Sunday, March 11
Courses end	Tuesday, May 1
Reading Day	Wednesday, May 2
Examinations	Thursday, May 3 - Friday, May 11 *No exams on Sunday, May 6, or Wednesday, May 9
Reading Days	Sunday, May 6; Wednesday, May 9
Final Exercises	Sunday, May 20

Charlottesville City Schools

Academic Year 2011 – 2012	
August 12 – 14	New Teacher Orientation
August 17 – 21, Aug. 24	Professional Learning Days, B* & D**
August 25	First teaching day
September 7	Labor Day - school division closed
October 28	End of first grading period (46 teaching days)
November 2 – 3	Professional Learning Days, B (no school for students)
November 3	Parent-Teacher Conference Day
November 25 – 27	Thanksgiving Break
December 21 – January 2	Winter Break
January 5	Students/staff return from Winter Break
January 15	End of second grading period (42 teaching days) End of first semester (88 teaching days)
January 18	Martin Luther King, Jr. Holiday, school division closed
January 19	Professional Learning Day, B (no school for students)
February 15 – 16	Professional Learning Days, D (no school for students)
March 12	Professional Learning Day, D (no school for students)
April 1	End of third grading period (49 teaching days)
April 2	Professional Learning Day, B (no school for students)
April 5 – 9	Spring Break
April 12	Students/staff return from Spring Break
May 31	Memorial Day - school division closed
June 11	Professional Learning, B Day (no school for students)

Albemarle County Schools

2011 – 2012 Albemarle County Public Schools



AUGUST 2011	SEPTEMBER	OCTOBER
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
NOVEMBER	DECEMBER	JANUARY 2012
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
FEBRUARY	MARCH	APRIL
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MAY	JUNE	JULY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

- Religious/Cultural Observances**
 Ramadan 8/1 – 8/30 (may vary based on Lunar calendar)
 Rosh Hashanah 9/29 – 9/30 (begins at sunset the evening before)
 Yom Kippur 10/8 (begins at sunset the evening before)
 Diwali 10/26
 Hanukkah 12/20 (begins at sunset the evening before)
 Christmas 12/25
 Kwanzaa 12/26 – 1/1
 Chinese New Year 1/23
 Passover 4/7 – 4/13 (begins at sunset the evening before)
 Good Friday 4/6
 Easter 4/8
- Other Observances**
 Martin Luther King, Jr. Day 1/17
 Labor Day 9/5
 President's Day 2/20
 Veteran's Day 11/11
 Memorial Day 5/28
- 180 Student Days
 13½ Professional Learning Days, 4 of which are Teacher Work Days
 3½ Professional Responsibilities Days (outside of regularly scheduled time)
 3 Staff Development Days (outside of regularly scheduled time)
 200 Teacher Days
- Quarter 1 = 46 days Quarter 3 = 47 days
 Quarter 2 = 44 days Quarter 4 = 43 days
- 4-day New Teacher Orientation 8/9 – 8/12
 - Professional Learning Days (No Students) 8/16 – 8/19, 8/22 – 8/23, 10/10, 11/7, 11/8, 1/23, 2/20, 2/21, 4/9, 6/8
 - Available for Division-wide Meetings
 - First Day of Class/Class Resumes 8/24, 1/2, and 4/10
 - Holiday
 - End of 9-week Grading Period 10/28, 1/20, 3/30, and 6/8
 - Make-up days (to be used in order) 2/21, 4/9, 6/11, 6/12, 6/13, 6/14, 6/15
 - Last Day of School 6/8 (half day), unless weather make-up days must be used

Notes: Staff will make every effort to avoid scheduling activities on major religious/cultural observances. Parental conferences must be completed by November. The school calendar is designed to allow days to be reduced should fiscal challenges make it necessary.

2011–2012 School Calendar (Approved February 24, 2011)

IV. Staff Contact Information

Program Manager:

Danny Wilmer dww6v@virginia.edu 434-924-3939 (O)

Program Assistant Manager:

Jeff Kirkland jak5r@virginia.edu (434) 243-2177 (O)

Program Community Outreach Assistant:

Marcia Johnson mdj5q@virginia.edu (434) 825-5371 (C)



Day in the Life Program Publicity Release for Persons Over 18

_____ I give permission to the University of Virginia to make, and to use for nonprofit educational purposes, audio and video recordings of me during their participation in the **Day in the Life Program** at The University of Virginia. I understand that I will not be compensated for any recordings that may be used in this capacity.

_____ I give permission for photographs of me to be used without compensation by The University of Virginia for Web pages, advertising and/or promotional purposes.

By signing below, I am expressly releasing The University of Virginia, its agents, employees, licensees and assigns from any and all claims which I may have for invasion of my privacy, right of publicity, defamation, copyright infringement, or any other causes of action arising out of the use, adaptation, reproduction, distribution, broadcast or exhibition of such recordings.

Student's Full Name

Address City, State, Zip Code

Phone E-mail

Student's Signature Date



Office of Community Relations
P.O. Box 400229
Charlottesville, VA 22904-4229



Day in the Life Program
Publicity Release for Persons Under 18

Parent/Guardian: Please initial by the statements that apply to your child.

_____ I give permission to the University of Virginia to make, and to use for nonprofit educational purposes, audio and video recordings of my child during their participation in the **Day in the Life Program** at The University of Virginia. I understand that my child will not be compensated for any recordings that may be used in this capacity.

_____ I give permission for photographs of my child to be used without compensation by The University of Virginia for web pages, advertising and/or promotional purposes.

By signing below, I am expressly releasing The University of Virginia, its agents, employees, licensees and assigns from any and all claims which I may have for invasion of my child's privacy, right of publicity, defamation, copyright infringement, or any other causes of action arising out of the use, adaptation, reproduction, distribution, broadcast or exhibition of such recordings.

Child's Full Name

Parent/Guardian's Full Name

Address

City, State, Zip Code

Phone

E-mail

Student's Signature

Date



Office of Community Relations
P.O. Box 400229
Charlottesville, VA 22904-4229



Day in the Life Program
Emergency Contact Form

Your Information

Name: _____
Last First MI

Address: _____
Street City State Zip Code

Phone: (_____) _____ - _____

E-mail: _____

Emergency Contact:

Name: _____
Last First MI

Work Phone: (_____) _____ - _____

Home Phone: (_____) _____ - _____

2nd Contact (if available):

Name: _____
Last First MI

Work Phone: (_____) _____ - _____

Home Phone: (_____) _____ - _____



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