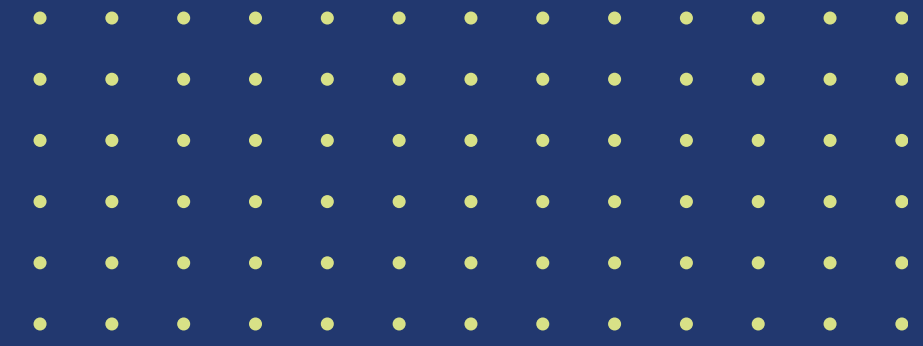




Scheduling Sessions



Learning Aid
Ohio

What is an Introductory Session?



Finding the right tutor for your Learner

An Introductory Session is a free, 30-minute interview with a tutor that takes place before you begin paid tutoring sessions. These sessions are required if you don't already know the tutor, they can be conducted over the phone or in person, and the learner does not need to be present. Introductory Sessions do not use any of your Learning Aid Ohio grant.

Taking time for this interview is important because it allows you and your learner to get to know the tutor, build trust, and set clear expectations from the start. It also gives the tutor a chance to understand your learner's unique needs, learning preferences, and goals. By having this conversation first, you can make sure the tutor is a good fit and maximize progress from the very first paid session.

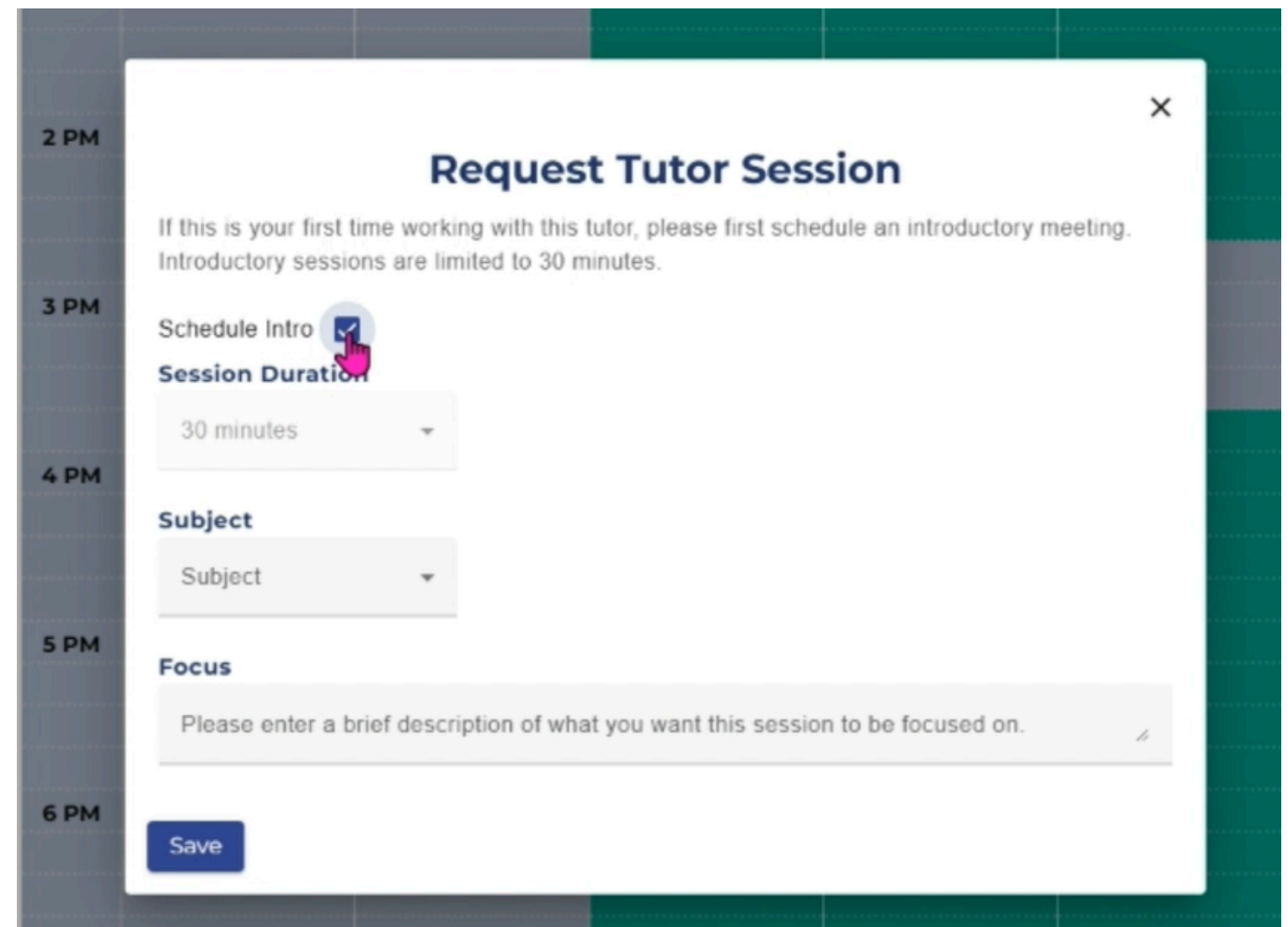


How to Book an Introductory Session

1

Book by selecting 30-minute Intro Interview

- Introductory session interviews are **free** and **required** if you do not already know the tutor. When scheduling through ElevateDD Learner, make sure to check the box labeled “Schedule Intro” so the session is recognized as an interview and not a regular paid session.
 - **IMPORTANT:** if you accidentally book a regular 30-minute session instead of an introductory session, you will need to cancel and rebook it correctly in order to avoid being charged.
 - Please provide at least 72 hours’ notice to give the tutor enough time to review and accept the session.
- Account Managers are able to schedule as many introductory interviews as needed to help families find the tutor who is the best fit for their learners needs.



The screenshot shows a 'Request Tutor Session' modal window. At the top, it says 'Request Tutor Session' with a close button (X). Below that, a note states: 'If this is your first time working with this tutor, please first schedule an introductory meeting. Introductory sessions are limited to 30 minutes.' The form includes a 'Schedule Intro' checkbox which is checked, with a mouse cursor clicking it. Below this is a 'Session Duration' dropdown menu set to '30 minutes'. There is a 'Subject' dropdown menu currently showing 'Subject'. Below that is a 'Focus' text area with the placeholder text 'Please enter a brief description of what you want this session to be focused on.' At the bottom left of the form is a blue 'Save' button. The background of the slide shows a calendar grid with times from 2 PM to 6 PM.



How to Book an Introductory Session

2

Watch for communication from the Tutor

- Once the tutor you scheduled an Introductory Session with has accepted the request, they will contact you using their preferred method (in person, phone, or video call).
 - You can also find the tutor's email by clicking on their bio on the 'scheduling session' page.
- Please allow up to 72 hours for the tutor to respond to your session request.
- If you do not receive a response within that time, reach out to info@learningaidohio.org for assistance in contacting the tutor.

Please Note: If a session is ever conducted in an unprofessional manner or makes you or your learner feel uncomfortable, please know that you are not obligated to continue meeting with that tutor. The tutor search system functions as a marketplace, and you are free to discontinue future sessions at any time. Please notify the Learning Aid Ohio team so we can address the issue appropriately.

We rely on your feedback to help ensure a safe and respectful tutoring experience for all families.



Preparing for Your Interview

When a parent is interviewing a potential tutor, the goal is to find someone who not only has the right qualifications but also connects well with the child and understands their individual learning needs. Here's a comprehensive list of questions and discussion topics to help guide that interview:

Decide on a meeting location	If you're meeting at home, be sure to mention any pets ahead of time so the tutor can plan accordingly. If you are meeting in a library or other mutually agreed upon location, please remember to reference the hours of availability – and consider making a reservation!
What is the best way to reach you?	Phone call, text, or email?
When will sessions take place?	How far out do we want to schedule now? Discuss with the Tutor any scheduling needs you have and if the Tutor matches your availability.
What are your personal health and safety precautions/preferences?	Learning Aid Ohio recommends following CDC guidelines and severe weather alerts.



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Background & Experience

Can you tell me about your teaching or tutoring experience, especially with students who have similar needs to my child?

What age groups and subjects are you most comfortable working with?

How do you tailor your sessions for students with developmental or learning disabilities?

Approach & Teaching Style

How do you assess a student's strengths and areas for growth?

What strategies do you use to keep students engaged and motivated during sessions?

Can you describe a typical tutoring session?

How do you adjust your approach if a student becomes frustrated, distracted, or resistant to learning?



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Communication & Collaboration	How do you involve parents or caregivers in the learning process? Are you comfortable communicating with the child's teachers or IEP team if needed? How do you prefer to communicate (email, phone calls, text, etc.)? How do you handle feedback or requests for changes in approach?
Schedule & Logistics	What is your availability (days/times)? Where do you typically hold sessions (in-home, library, community space)?
Learner Fit & Connection	What types of learners do you connect best with? How do you build rapport with new students? What signs do you look for to know a tutoring relationship is (or isn't) a good fit?



Additional Items to Share

Your Learners' goals with participating in the program	What areas of need would you like to focus on? Consider asking the Tutor: "How can you help my learner reach these goals?"
Any behavioral needs that the Tutor may need to be aware of.	Sharing this information helps the tutor know what to expect and how to best support your learner.
Any positive and negative experiences your learner has had with learning.	Explaining what has worked well (or not worked well) in the past gives the tutor valuable insight into your learner's learning style.
Your Learners' hobbies, interests, and things that motivate them!	Tutors can use these personal details to build rapport and make learning more engaging.
Consider sharing your Learners' IEP with the tutor to help them support you.	Tutors do not have access to your learners IEP. If you would like to review IEP goals with them it is up to you to provide a copy of the IEP for them to review.



Resources

[Learning Aid Ohio Resource Page](#)

This section provides comprehensive guides on our program policies and key information, how to easily find tutors and schedule tutoring sessions, and suggested questions to ask during your introductory interview with a tutor.

[How to Find & Schedule a Tutor- Video Tutorial](#)

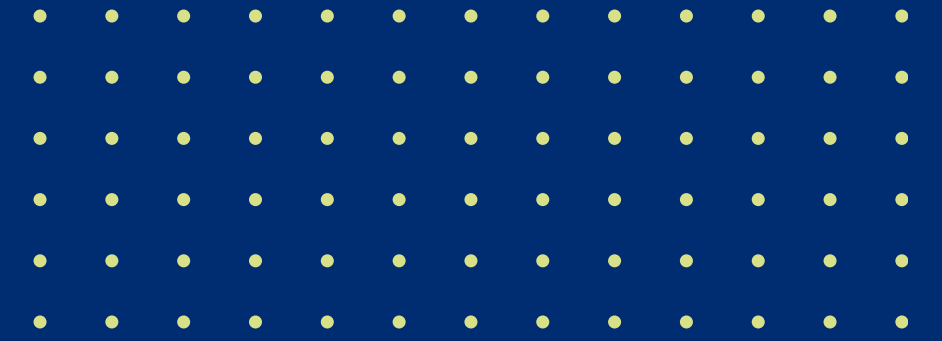
Step-by-step video showing you how to access your ElevateDD Learner account, find a tutor, and schedule tutoring sessions.

[Introductory Session Interview Guide](#)

Gives recommended questions to ask during an introductory interview with a new tutor.



Contact Us



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**Learning Aid
Ohio**