December 15, 2020

Dear John Johnson (123456),

This letter is to inform you of an opportunity to work with a CIEP tutor this session. You will be able to meet with Alison Apple on Wednesdays and Fridays from 3:00 – 3:45 PM via Zoom. Alison will work with you on your English writing skills throughout the session. If you are unable to meet with your tutor at the assigned time, please notify Alison as soon as possible. Her email is applealison@uni.edu. If you are absent from your tutoring session two times, you will no longer be able to work with this tutor.

We are glad you are studying in the CIEP and will work with you to succeed in your classes. Please contact the CIEP office at (319) 273-2182 or ciep-assistant@uni.edu if you have any questions or concerns.

Sincerely,

Carolina Coronado-Park
CIEP Director

Please sign below to indicate that you understand the terms of working with your assigned tutor:

Name: _________________________________________________________________________

Signature: _____________________________________________________________________

Date: __________________________________________________________________________

For Office Use Only. Received by: ___________(initials) Date___/___/______
Student was presented form and declined to sign. Staff initials_______ Date___/___/______

Scan original; make copy for student.