



HIGHLAND
HIGH SCHOOL

AVID Tutorials

Make Up Procedure

In order to receive credit for a missed Tutorial due to an excused absence:

1. Complete a TRF Form.
2. Log in to your Powerschool.
3. Click the “Live Tutor” link on the left hand side of your Powerschool page.
4. Log in to “Live Tutor” by using your school ID and Powerschool password.
5. Work with the tutor to answer your Point of Confusion.
6. After the session, EMAIL A TRANSCRIPT OF THE SESSION to yourself. (This will be your “Collaborative Inquiry” points... and provide proof that you completed the process!)
7. Forward the transcript of your email to your AVID Teacher.
8. Write your Reflection on the “Live Tutor” process.
9. Turn in TRF to your Teacher.

It is YOUR responsibility to complete this process within 1 week of being absent.

