

**Los Angeles Trade-Technical College**  
**Teaching and Learning Support Services**

**TUTORING REFERRAL FORM - FOR A STUDENT**

Room: C-102 • Phone: (213) 763-3738

In order to receive Supervised Learning Assistance (tutoring) services or Learning Skills courses, an instructor or counselor must complete this referral form for the student. It must be returned to C-102 or via e-mail to [lindseak@lattc.edu](mailto:lindseak@lattc.edu). For more information, call (213) 763-3738 or visit our website at [www.lattc.edu/dept/tlsc/main.html](http://www.lattc.edu/dept/tlsc/main.html).

**A. Course and Instructor/Counselor Information:**

*Tutoring or Course Needed for:*

1. Course Name: \_\_\_\_\_ Section#: \_\_\_\_\_ Date: \_\_\_\_\_
2. Instructor's / Counselor's Name and Signature (*Signature is required only if form is printed*):  
\_\_\_\_\_ \_\_\_\_\_  
*Print* *Sign*
3. E-mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**B. Desired Learning Need** (As required by section 58170e of Title V Regulations and Guidelines):

*Please select the learning need(s) of your students.*

1.  Improve reading fluency, comprehension, and/or pronunciation
2.  Enhance grammar, punctuation, spelling, vocabulary, and/or writing skills
3.  Develop math skills and/or reduce math anxiety
4.  Learn college survival and/or job search skills (e.g. test-taking, study skills, notetaking, internet research, resume prep.)
5.  Other: (Please describe) \_\_\_\_\_

**C. Services Needed:**

*Indicated the area and subject for which you would like this student to receive tutoring.*

- TUTORING CENTER** • Offers free, 0-unit, noncredit tutoring in the following areas:
- |                                       |                                     |                                    |  |                                     |
|---------------------------------------|-------------------------------------|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Accounting   | <input type="checkbox"/> Biology    | <input type="checkbox"/> Chemistry | <input type="checkbox"/> CIS               | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Electronics  | <input type="checkbox"/> English    | <input type="checkbox"/> Fashion   | <input type="checkbox"/> History           | <input type="checkbox"/> Math       |
| <input type="checkbox"/> Microbiology | <input type="checkbox"/> Philosophy | <input type="checkbox"/> Physics   | <input type="checkbox"/> Political Science | <input type="checkbox"/> Reading    |
- Other: (Please describe) \_\_\_\_\_
- WRITING CENTER** • Offers free 0-unit, noncredit tutoring in the area of writing:
- LEARNING SKILLS CENTER** • Offers 1-unit, non-degree applicable basic skills courses:
- |   |   |  |
|---|---|--|
| <i>College Survival Skills:</i>                         | <i>Basic Skills:</i>                                      | <i>GED Preparation:</i>                            |
| <input type="checkbox"/> Computer Lit (DevCom 41)       | <input type="checkbox"/> Math (LS 10)                     | <input type="checkbox"/> Math (LS 65)              |
| <input type="checkbox"/> Math Anxiety (LS 58)           | <input type="checkbox"/> Reading (DC 35, LS 1, 36, or 67) | <input type="checkbox"/> Literature & Arts (LS 62) |
| <input type="checkbox"/> Resume & Job Search (LS 8)     | <input type="checkbox"/> Spelling (LS 4)                  | <input type="checkbox"/> Science (LS 64)           |
| <input type="checkbox"/> Study Skills (LS 68)           | <input type="checkbox"/> Vocabulary Development (LS 3)    | <input type="checkbox"/> Social Studies (LS 66)    |
| <input type="checkbox"/> Test-taking Strategies (LS 57) | <input type="checkbox"/> Writing (LS 2 and 7)             | <input type="checkbox"/> Writing (LS 63)           |
- \*Go to [http://www.lattc.edu/lattc/course\\_info.htm](http://www.lattc.edu/lattc/course_info.htm) for the schedule and to <http://www.lattc.edu/lattc/catalog/learnskills.pdf> for a full description of Learning Skills courses.
- INSTRUCTIONAL RESOURCES LAB (IRL)** • Book and supplemental assignments and resources (books, videos, CDs, etc.) for the campus. The IRL also has basic skills and ESL learning resources and workbooks.
- OTHER** • Please indicate: \_\_\_\_\_