

SAT PROGRAM SPECIFICATIONS: GARCIA, MEGAN

Student Name: Garcia, Megan [mgarcia08@gmail.com / (312)555-5460]

Program: SAT Platinum Program (60 hours)

Parent/Guardian: Garcia, Alex [gaproperties@gmail.com / (312)555-4837]

Program Start: December 2021

Program End: May 2022

Program Duration: 6 months

Baseline SAT Composite Score: 1130 (64th percentile)

Baseline SAT Reading Test Score: 220

Baseline SAT Writing & Language Test Score: 250

Baseline SAT Evidence-based Reading & Writing: 470 (31st percentile)

Baseline SAT Math Score: 660 (85th percentile)

Mock SAT Tests:

- 1) February 2022
- 2) March 2022
- 3) April 2022

Official SAT Tests:

- 1) March 23, 2022
- 2) May 7, 2022

Tutor Assignments:

- 1) **SAT Reading:** Joe Burton, 18 sessions / 27 hours
- 2) **SAT Writing & Language:** Joe Krupnick, 13 sessions / 19.5 hours
- 3) **SAT Math:** Andrew Kletzien, 9 sessions / 13.5 hours

RECOMMENDED SCHEDULING: GARCIA, MEGAN

SAT Reading: Joe Burton (27 hours / 18 sessions)

SAT Reading sessions can be scheduled via his [availability link](#).

Joe can be reached at joeburton@thekrupnickapproach.com / (708)555-6862.

Pacing: 3 sessions in December, 3 sessions in January, 3 sessions in February, 6 sessions in March, 3 sessions in April

[1.5 hours/session]

SAT Writing & Language: Dr. Joe Krupnick (19.5 hours / 13 sessions)

SAT Writing & Language sessions with Dr. Krupnick can be scheduled using his [availability link](#).

Joe can be reached at joekrupnick@thekrupnickapproach.com / (312)560-3941.

Pacing: 3 sessions in January, 4 sessions in February, 2 sessions in March, and 4 sessions in April

[1.5 hours/session]

SAT Math: Andrew Kletzien (13.5 hours / 9 sessions)

ACT Math sessions with Andrew can be scheduled via his [availability link](#).

Andrew can be reached at andrew@thekrupnickapproach.com / (414)555-9109.

Pacing: 1 session in January, 2 sessions in February, 2 sessions in March, and 4 sessions in April

[1.5 hours/session unless otherwise agreed]

Program Consultations: Dr. Joe Krupnick (1 hour/ 3 meetings)

Ongoing program consultations with Dr. Krupnick are built into your program and can be scheduled using this link. These are held with parents and students, via phone.

Pacing: 1 meeting in January, 1 meeting in March, 1 meeting in April

[20 minutes/meeting]

PROGRAM RESOURCES: GARCIA, MEGAN

Student Drive (*Garcia, Megan*)

The above link will give you editor permissions for your student drive, and all of your tutors will have access to everything in the folder. You can use this to share homework, scores, and other documents with your tutor team as you progress in your program. You will need to 'Request Access' the first time you access this folder, as will your parents if they would like access.

Krupnick Approach SAT Database

The above link will give you access to the complete Krupnick Approach SAT Database. This includes full-length tests for practice sections assigned for regular homework, scoring and percentile information, subject-level strategy files, third-party resources and study guides, and the ZipGrade answer sheets you will use to fill out all homework sections. You will need to 'Request Access' the first time you access this folder, as will your parents if they would like access.

Acuity Scheduling

The Krupnick Approach uses the scheduling application Acuity to manage tutor and student calendars. The majority of our tutors schedule with students using a direct link, as provided above. Students will receive automatic email and text reminders for upcoming appointments, and Zoom links will be automatically distributed for virtual sessions. For the most efficient scheduling experience, we recommend downloading **The Acuity Scheduling Client Application**: [Apple](#) / [Android](#). After you sign up for your first sessions, you will have the option of registering a free account. Registering and logging into the app with this account will show all past and future sessions, allow for easy scheduling and rescheduling of tutoring sessions and mock tests, and enable optional push notifications on most phones. For more detailed information on how to schedule your sessions through Acuity, please refer to our [Step-By-Step Scheduling Guide](#).

ZipGrade Credentials

Your unique ZipGrade Student ID and Access Code are included below and in your Student Drive. By logging into your ZipGrade portal, you can view all of your past diagnostic exams and homework sections, including any available question-level tag data. To ensure proper data processing and archiving, please make sure you indicate your Student ID on all ZipGrade answer sheets by writing in the digits and filling in the respective bubbles. So that administrators and tutors can accurately track progress across subjects and over time, please ensure all homework practice sections are submitted using a ZipGrade answer sheet.

Login @ www.zipgrade.com/s/: ZipGrade Student ID: 14525 Student Access Code: A26jE7g

POLICIES & PROCEDURES

Scheduling: Expectations & Procedures

Students are expected to maintain a professional and punctual attitude towards their time with our subject specialists. We expect students to do their own scheduling, and find that students who take ownership of their programs tend to reach their stated goals more quickly and consistently. All sessions must be made or canceled at least 24 hours in advance. The Krupnick Approach reserves the right to charge full-price for any time reserved, manually or automatically, that is not cancelled within these timeframes.

Mock Testing: Expectations & Procedures

Students are encouraged to take a full-length mock test at least every 2-4 weeks depending on baseline exam scores and student goals. These should mimic test-day conditions as closely as possible. This means testing in the morning, usually on a weekend, and always after a good night's sleep and hearty breakfast. Students should schedule all mock tests, whether at-home or in The Krupnick Approach offices, using [this link](http://thekrupnickapproach.as.me/mocktest) (thekrupnickapproach.as.me/mocktest). At-home testers will receive an exam, answer sheets, and testing instructions via email prior to their scheduled mock test. At-home tests must be proctored by a parent or guardian, ensuring all timing and calculator policies are strictly followed, and they must be printed in full, along with all answer sheets, to mimic the paper-based exam. In-office testers should be sure to bring a calculator, several pencils, and a photo ID to check in at the first floor lobby of Two Prudential Plaza (180 N Stetson St., Suite 3500, Chicago IL, 60601). Results will be returned via email and question-level data will be made available in the student's ZipGrade Student Portal. All tutors will have access to all results for in-session review.

Homework: Expectations & Procedures

Students are expected to complete all assigned homework before the start of their next tutoring session. Full-length practice sections that have not been filled out on a ZipGrade answer sheet or ZipGrade online portal will not count as completed homework. It is recommended that students plan on a 1:1 ratio of tutoring to homework: for every 1 hour in-session each week, you should plan on doing 1 hour of homework each week. Detailed data on student ZipGrade submissions versus program length will be collected on a weekly basis. Student progress is highly correlated with their homework completion, so failure to complete these steps can significantly hinder your ability to reach your stated goals by the end of your program. ZipGrade answer sheets should always include the student's written name, the tutor the section is being completed for (or 'Mock' or 'Baseline' for a full-length test), the number or code of the test used, and the student's ZipGrade ID (written and bubbled). All hard copy answer sheets for homework practice sections should be emailed to the tutor for which you completed the section.