

A PRACTICAL GUIDE

The Private Tutor's Enrollment Packet

A step-by-step guide to structured intake, progress tracking, and parent communication

Made by the Braxis machine

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What this is

This guide is for independent tutors.

It is a practical method, not a promise of a result. It contains no invented statistics, no fake customers, and no guarantees. The words were drafted with AI assistance.

Use the checklist at the end on a real piece of work this week.

Structured Intake Form Design

Start with a clear, concise intake form that captures essential details without overwhelming the parent. Use a two-page format: the first page focuses on student background—grade level, subject strengths/weaknesses, learning style, and any past tutoring experience. The second page covers parental expectations, availability, and communication preferences. Include a section for the student's goals, written in their own words if possible. Avoid open-ended questions like 'What do you hope to achieve?' Instead, ask 'Which specific skills or topics would you like to improve?' This ensures specificity. Use dropdown menus for multiple-choice answers (e.g., 'How often can you commit to sessions?') to streamline data entry. End with a section for the tutor's notes, where you can jot down observations or questions for follow-up. Keep the form digital (Google Forms or Typeform) for easy sharing and automatic storage.

Progress Reporting That Parents Understand

Progress reports should be concise, visual, and focused on measurable outcomes. Use a one-page template divided into three sections: 'Strengths,' 'Areas for Growth,' and 'Next Steps.' For 'Strengths,' highlight one or two clear achievements with examples (e.g., 'Improved algebra problem-solving speed from 5 to 8 problems per 10 minutes'). In 'Areas for Growth,' list 1-2 specific skills with actionable language (e.g., 'Needs practice with verb conjugations in French'). 'Next Steps' should outline the plan for the next session or two, including homework or practice activities. Avoid vague praise like 'Great effort!' Instead, tie progress to the student's goals (e.g., 'You're on track to master long division by the end of the month'). Attach a short video clip (5-10 seconds) of the student explaining a concept they've learned—this adds authenticity and engagement. Send reports weekly or biweekly, depending on the student's pace.

Parent Communication: Frequency and Tone

Communication should be frequent but not overwhelming. Aim for at least one check-in per week, either via email or a messaging platform like WhatsApp. Start with a brief, positive update (e.g., 'John made great progress on his essay structure today!'), followed by one specific question to encourage dialogue (e.g., 'How do you think he felt about the feedback?'). Avoid jargon or overly technical language—parents want to know if their child is improving, not the tutor's teaching philosophy. Use a template for initial contact to introduce yourself, outline your approach, and set expectations for communication. For example: 'I'll send a short update every Friday and welcome your input at any time.' If a parent doesn't respond to a message, follow up once more before assuming disengagement. Keep tone warm but professional—parents are investing in their child's success, so acknowledge their role in the process.

Onboarding New Students: The First Session

The first session sets the tone for the entire tutoring relationship. Begin with a 5-minute icebreaker to build rapport—ask the student about their interests outside of school or how they feel about the subject. Spend the next 10 minutes reviewing the intake form to confirm goals and address any questions. Use the remaining time to assess the student’s current understanding through a short, low-pressure activity (e.g., a 5-minute quiz or problem set). End with a clear plan for the next session, including homework or practice tasks. Send a follow-up email within 24 hours summarizing key takeaways, next steps, and any action items for the parent (e.g., ‘Please encourage your child to practice multiplication tables for 10 minutes daily’). This demonstrates professionalism and ensures alignment between the tutor, student, and parent.

Scaling Without Losing Personalization

As your caseload grows, use templates and systems to save time while maintaining personalization. Create a library of progress report templates for different subjects and grade levels, and reuse them with minor adjustments. Use a shared digital folder (Google Drive or Dropbox) to store student materials, so parents can access notes, worksheets, and videos without email clutter. Batch tasks like sending reports or follow-ups to free up time for one-on-one work. However, never sacrifice personalization for efficiency. Always personalize the opener of emails (e.g., 'Hi [Parent's Name], ' instead of 'Dear Parent') and tailor progress reports to the student's specific goals. If you're tutoring multiple students in the same subject, group similar tasks (e.g., grading the same type of worksheet for all students) but keep individual notes separate. This way, you can scale while keeping each student feeling seen.

Checklist

- Design a two-page digital intake form with clear sections for student background, parental expectations, and tutor notes.
- Create a one-page progress report template with 'Strengths,' 'Areas for Growth,' and 'Next Steps' sections, including space for a short video clip.
- Develop a weekly communication template for parents, including a positive update and one specific question to encourage dialogue.
- Prepare a script for the first session, including an icebreaker, goal review, and a clear plan for the next steps.
- Set up a shared digital folder for student materials and use templates to batch tasks like sending reports or follow-ups.

Where this came from

This guide is a digital product from Braxis AI. The machine wrote it with AI assistance. It contains no invented statistics, no fake customers, and no guarantees. The PDF is delivered immediately after checkout. If something is wrong, email braxisai@gmail.com and it will be fixed.

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