



Des Moines Tutoring
— Est. 2009 —

4211 Grand Ave.
Des Moines, IA 50312
(515) 208-9829
info@desmoines tutoring.org
DesMoinesTutoring.com

ACT® Prep New Student Form

2025-2026 ACT® Prep Courses

English | Mathematics | Reading | Science | Writing



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Des Moines Tutoring LLC | **ACT® Student Registration Form**

Student's Name: _____ **Grade:** _____

Student's Cell (if applicable): (____) ____ - ____ Student's Email: _____

Student's Preferred Form of Communication: ☐ Phone call ☐ Texting ☐ Email

What school does the student attend? _____ Date of Birth: ____/____/____

Parent/Guardian's Name: _____ Phone Number: (____) ____ - ____ Email: _____

Preferred Form of Communication: ☐ Phone call ☐ Texting ☐ Email

Parent/Guardian's Name: _____ Phone Number: (____) ____ - ____ Email: _____

Preferred Form of Communication: ☐ Phone call ☐ Texting ☐ Email

Street Address: _____ Unit #: _____ City: _____ Zip code: _____

Tutoring Information

Has the student taken the ACT® before? If so, please provide a copy of the previous scores or fill in the score sheet on the next page.

Has the student received ACT® tutoring or any other test prep tutoring before? If so, describe.

Will the student be tutored in other areas besides the ACT®? If so, what subject(s)?

Does the student have any medical conditions that need to be addressed? If so, please make sure all tutors are notified.

ACT® Tutoring Plans (see attached sheet for plan details):

- _____ ACT® Complete: 20 Sessions PLUS Study Guide and Materials
- _____ ACT® Review: 12 Sessions PLUS Study Guide and Materials
- _____ ACT® Focus: 8 Sessions PLUS Study Guide and Materials
- _____ ACT® Hourly
- _____ Optional add-on: ACT® Math Leap: Geometry, Algebra 2, and Advanced Topics
- _____ Optional add-on: ACT® Math Leap: Algebra 2 and Advanced Topics
- _____ Optional add-on: ACT® Math Leap: Advanced Topics

Document Checklist:

- ☐ New Student Registration Form
- ☐ ACT® Scores Form
- ☐ ACT® Prep Course Options
- ☐ ACT® Math Leap Courses
- ☐ Office Policies
- ☐ Scheduling Information
- ☐ Cancellation Policy



If the student has taken the ACT® before, please provide the previously obtained scores below (score reports can also be sent electronically):

ACT® Composite:	Score	Percentile
English		
Mathematics		
Reading		
Science		
Writing		

Test Date: _____

Notes: _____

ACT® Composite:	Score	Percentile
English		
Mathematics		
Reading		
Science		
Writing		

Test Date: _____

Notes: _____

ACT® Composite:	Score	Percentile
English		
Mathematics		
Reading		
Science		
Writing		

Test Date: _____

Notes: _____



ACT® Complete (All Subjects): 20 Sessions PLUS Materials, Daily Study Guide, and Flashcards

- ACT® Complete offers the most comprehensive review of topics and analysis of testing strategies. ACT® Complete includes 20 one-on-one sessions (each personalized to the student's needs), ACT® textbooks, ACT® Prep Workbook, daily study guide, and ACT® flashcards. This course equips the student with the necessary resources and time to understand and apply the complex and vast concepts covered on the ACT®. Strategies vital to a student's success are taught and used throughout this prep course. Students who are committed to their ACT® studies and finish the ACT® Complete Course are the ones who see the greatest increase in their composite scores. College admissions and scholarships depend heavily on a student's ACT® success.
- This course includes the following:
 - 20 private one-hour sessions
 - Personalized daily study guide
 - Des Moines Tutoring's ACT® Prep Workbook with ACT® Math Formulas and unlimited access to practice math worksheets
 - The Princeton Review's *ACT® Prep: 2025 Edition* (for daily studying)
 - *The Official ACT® Prep Guide: 2024-2025* (for practice tests)
 - ACT® Subject Workbook
- ACT® Complete Course Fee: **\$1,960**
- Additional sessions (above those included in the course fee): \$90/hour

ACT® Review (1 or 2 Subjects): 12 Sessions PLUS Materials and Daily Study Guide

- ACT® Review offers an overview of the most important ACT® topics and strategies. Review includes 12 one-on-one sessions (each personalized to the student's needs), prep course textbooks, ACT® Prep Workbook, and daily study guide. ACT® Review provides the student with the necessary number of resources and time to understand and apply the most tested concepts covered on the ACT®. Strategies vital to a student's success are taught and used in this prep course.
- ACT® Review Course Fee: **\$1,340** (includes all study materials listed under ACT® Complete, except the flashcards)
- Additional sessions (above those included in the course fee): \$100/hour

ACT® Focus (1 Subject): 8 Sessions PLUS Study Guide and Materials

- ACT® Focus is designed for students needing to retake a single ACT® subject. This course works well for students needing to raise their ACT® English, Reading, **or** Science scores. For ACT® Math retakes, ACT® Review is recommended.
- ACT® Focus Course Fee: **\$1,050** (includes all study materials listed under ACT® Complete, except the flashcards)
- Additional sessions (above those included in the course fee): \$110/hour



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Des Moines Tutoring LLC | **ACT® Prep Courses**

ACT® Hourly: This course is designed to offer the most convenience when there are only a few crucial topics or strategies needing covered. Materials are all sold separately.

- ☐ Hourly ACT® Sessions catered to your specific needs (\$135/hour): _____
- ☐ Personalized daily study calendar specified to help you achieve your highest score possible: \$65
- ☐ ACT® Study Materials (to be used during the sessions and for assignments):
 - Des Moines Tutoring's ACT® Prep Workbook (complete math review with all needed formulas, science techniques, and personalized worksheets to fit your student's needs): \$50
 - *The Official ACT® Prep Guide: 2024-2025* (for practice tests): \$40
 - The Princeton Review's ACT® Prep: 2025 Edition: \$20
 - ACT® Subject Workbook: \$25

ACT® Prep Course Selection: I wish to purchase the following course:

- ACT® Complete: 20 Sessions PLUS Study Guide and Materials
- ACT® Review: 12 Sessions PLUS Study Guide and Materials
- ACT® Focus: 8 Sessions PLUS Study Guide and Materials
- ACT® Hourly: Cost \$_____.____
- Additional sessions added: _____ (number of sessions) x _____ (cost per session) = \$_____.____
- **Total cost of selected plan and additional sessions: \$_____.____**

Payment Methods Accepted:

- ☐ *Personal Checks* (checks should be addressed to **Des Moines Tutoring**)
- ☐ *Cash/Money Orders* (money orders should be addressed to **Des Moines Tutoring**)
- ☐ *Credit/Debit cards* (most major cards are accepted)
- ☐ *Venmo:* Our account is @DesMoinesTutoring
- ☐ *Zelle:* Send payment to payments@desmoines tutoring.org
- ☐ *PayPal:* Make payments at the website PayPal.me/DesMoinesTutoring

Payment Scheduling: I plan to pay for the sessions (choose one of the following options):

- ☐ At the consultation
- ☐ On a weekly basis (due on the first session of each week)
- ☐ On a biweekly basis (due on the first session every other week)
- ☐ Other: _____

If there are any further questions regarding session pricing, feel free to contact us via phone (call or text) or email

Pricing Policy Understood and Permitted

I, _____, (parent) have read and understood the pricing policy. If payments fall behind two weeks beyond the date of the unpaid session, no further sessions will be held until payments are made. I understand that if the guidelines for payment are not followed, no further sessions will take place until all payments have been received.

Signed (Parent): _____ Date: ____/____/____



ACT® Math Leap: Geometry, Algebra 2, and Advanced Topics (25 one-hour sessions)

- ACT® Math Leap: Geometry, Algebra 2, and Advanced topics is a highly recommended addition for students who have completed high school math through Algebra 1. This *very* accelerated math class covers all of the crucial Geometry, Algebra 2, and Advanced topics covered on the ACT® Math Test.
- ACT® Math Leap: Geometry, Algebra 2, and Advanced Topics fee: **\$2,125** (includes 25 one-hour sessions and math workbook binder)
- Additional ACT® Math Leap sessions: \$85/hour
- The following topics are covered in ACT® Math Leap: Geometry, Algebra 2, and Advanced topics:

Points, Lines, and Planes
Linear Measures
Angle Measures
Parallel Lines and Transversals
Slopes and Equations of
Lines
Classifying Triangles
Bisectors
Areas of Quadrilaterals Surface
Area and Volume
of Prisms, Cylinders, Cones,
and Pyramids
The Triangle Inequality Ratios
and Proportions
Similar Figures
Geometric Means
Special Right Triangles

Trigonometry
Angles of
Elevation/Depression
Factoring Rules
Properties of Circles
Area and Circumference of
Circles
Absolute Value Equations
Inequalities
Complex Numbers
Polynomial Operations
Factors and Zeros
Radicals
Exponential Functions
Logarithm Properties
Statistics
Sequences

Unit Circle
Trig Identities
Trig Graphs
Matrix Operations
Discriminants
Conics
Vectors
Probability
Permutations
Combinations
Piecewise Functions
Compound Interest
Parametric Equations
Rational Functions
Complex Zeros
Summations

ACT® Math Leap: Algebra 2 and Advanced Topics (15 one-hour sessions)

- ACT® Math Leap: Algebra 2 and Advanced Topics is a highly recommended addition for students who have completed high school math through geometry. This *very* accelerated math class covers all of the crucial Algebra 2 and advanced topics covered on the ACT® Math Test.
- ACT® Math Leap: Algebra 2 and Advanced Topics fee: **\$1,350** (includes 15 one-hour sessions and math workbook binder)
- Additional ACT® Math Leap sessions: \$90/hour
- The following topics are covered in ACT® Math Leap: Algebra 2 and Advanced topics:

Factoring Rules
Absolute Value Equations
Inequalities
Complex Numbers
Polynomial Operations
Factors and Zeros
Radicals
Exponential Functions
Logarithm Properties

Statistics
Sequences
Unit Circle
Trig Identities
Trig Graphs
Matrix Operations
Discriminants
Conics
Vectors

Probability
Permutations
Combinations
Piecewise Functions
Compound Interest
Parametric Equations
Rational Functions
Complex Zeros
Summations



ACT® Math Leap: Advanced Topics (6 one-hour sessions)

- ACT® Math Leap: Advanced Topics is a highly recommended addition for students who have completed high school math through Algebra 2. This *very* accelerated math class covers all of the crucial Advanced topics covered on the ACT® Math Test.
- ACT® Math Leap: Advanced topics: **\$570** (includes 6 one-hour sessions and math workbook binder)
- Additional ACT® Math Leap sessions: \$95/hour
- The following topics are covered in ACT® Math Leap: Advanced topics:

Statistics
Sequences
Trig Identities
Trig Graphs
Matrix Operations

Discriminants
Conics
Vectors
Permutations
Combinations

Complex Zeros
Piecewise Functions
Parametric Equations
Rational Functions Summations

ACT® Math Leap Hourly: Select Topics

- ACT Math Leap Hourly: Select Topics is a recommended addition for students who have completed the recommended high school math classes, but haven't been taught certain topics.
- ACT® Math Leap Hourly: **\$100/hour** (includes individual math worksheets)
- Please select from the following options (circles the topics to cover):

Points, Lines, and Planes
Linear Measures
Angle Measures
Parallel Lines
Slopes and Equations of
Lines
Classifying Triangles
Bisectors
Areas of Quadrilaterals Surface
Area and Volume
The Triangle Inequality Ratios
and Proportions
Similar Figures
Geometric Means
Special Right Triangles
Trigonometry

Angles of
Elevation/Depression
Factoring Rules
Properties of Circles
Area and Circumference of
Circles
Absolute Value Equations
Inequalities
Complex Numbers
Polynomial Operations
Factors and Zeros
Radicals
Exponential Functions
Logarithm Properties
Statistics
Sequences

Unit Circle
Trig Identities
Trig Graphs
Matrix Operations
Discriminants
Conics
Vectors
Probability
Permutations
Combinations
Piecewise Functions
Compound Interest
Parametric Equations
Rational Functions
Complex Zeros
Summation

ACT® Math Leap Course Selection: I wish to enroll in the following course:

- ACT® Math Leap: Geometry, Algebra 2, and Advanced topics: 25 Sessions and Math Workbook Binder
- ACT® Math Leap: Algebra 2 and Advanced topics: 15 Sessions and Math Workbook Binder
- ACT® Math Leap: Advanced topics: 6 Sessions and Math Workbook Binder
- Additional sessions added: _____ (number of sessions) x _____ (cost per session) = \$_____._____
- **Total fee of selected plan and additional sessions: \$_____.**

Pricing Policy Understood and Permitted

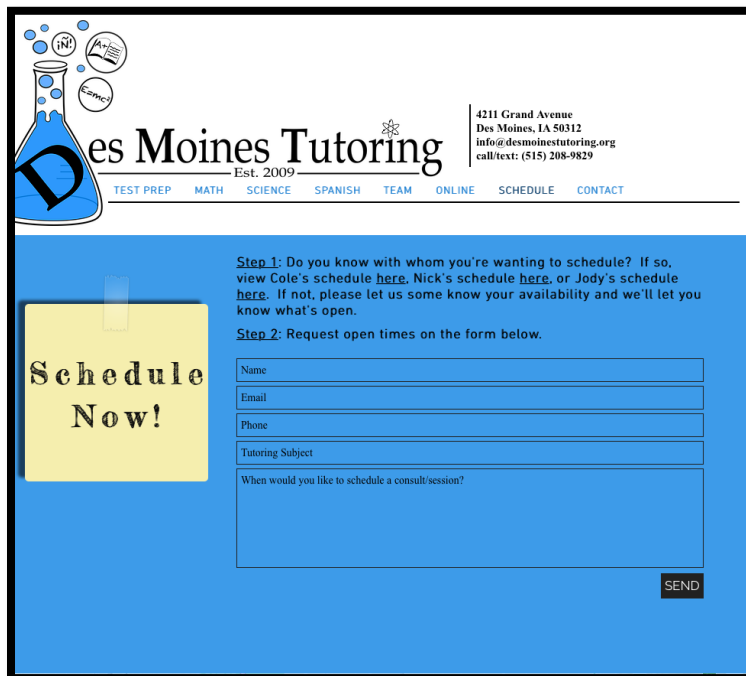
I, _____, (parent) have read and understood the pricing policy. If payments fall behind two weeks beyond the date of the unpaid session, no further sessions will be held until payments are made. I understand that if the guidelines for payment are not followed, no further sessions will take place until all payments have been received.

Signed (Parent): _____ Date: ____/____/____

How to Schedule Sessions:

Option #1: Visit desmoines tutoring.com and click on the “Schedule” heading. You can view our availability and then schedule sessions by using the online form. This is the most effective manner of scheduling sessions.

Des Moines Tutoring’s website: desmoines tutoring.com



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TEST PREP MATH SCIENCE SPANISH TEAM ONLINE **SCHEDULE** CONTACT

Schedule Now!

Step 1: Do you know with whom you’re wanting to schedule? If so, view Cole’s schedule [here](#), Nick’s schedule [here](#), or Jody’s schedule [here](#). If not, please let us know your availability and we’ll let you know what’s open.

Step 2: Request open times on the form below.

Name

Email

Phone

Tutoring Subject

When would you like to schedule a consult/session?

SEND

Option #2: Sessions can be scheduled at the beginning or end of a student’s session.

Option #3: Sessions can be scheduled via text messaging. Text (515) 208-9829 to inquire about session availability and/or to schedule sessions.

Session availability changes on a daily basis. Scheduling in advance is the best way to ensure that you will get the session time(s) you want.

School year office hours:

Monday	12 p.m. to 10 p.m.
Tuesday	12 p.m. to 10 p.m.
Wednesday	12 p.m. to 10 p.m.
Thursday	12 p.m. to 10 p.m.
Friday	12 p.m. to 7 p.m.
Saturday	10 a.m. to 7 p.m.
Sunday	No sessions held

Summer office hours:

Monday	10 a.m. to 7 p.m.
Tuesday	10 a.m. to 7 p.m.
Wednesday	10 a.m. to 7 p.m.
Thursday	10 a.m. to 7 p.m.
Friday	10 a.m. to 5 p.m.
Saturday	No sessions held
Sunday	No sessions held



If a session needs to be canceled or rescheduled, please notify:

- ∂ No less than twenty-four (24) hours prior to the start of the session
- ∂ Via email or text. Please use the subject of “Session Cancellation” or “Session Rescheduling”
- ∂ Any hour of the day is acceptable to text or email a cancellation or rescheduling

If notification is received less than twenty-four (24) hours prior to the session start time (for excused reasons, see below) then the student or parent(s) will be billed the price of the session. This also applies if the student fails to show up for their session (the student is considered a “no show” if the student doesn’t arrive within 20 minutes of the session start time). If the student has selected a tutoring package, the session will be deducted from their session count.

Acceptable reasons for less than twenty-four (24) hours’ notice:

- ∂ Family emergency
- ∂ Inclement weather
- ∂ Illness
- ∂ Death of relative/friend/acquaintance
- ∂ Traffic accident

Unexcused reasons for less than twenty-four (24) hours’ notice:

- ∂ Other commitments (sports practice, rehearsals, performances, etc.)
- ∂ Getting called into work

How to schedule or reschedule a session:

- ∂ Visit desmoines tutoring.com to view available openings (on the “Schedule a Session” page)
- ∂ Let us know when you’d like to reschedule via email, text, phone, or online form

Contact Information

- ∂ Phone: (515) 208-9829 (texting is preferred)
- ∂ Email: scheduling@desmoines tutoring.org

If there are any further questions regarding scheduling /rescheduling sessions or cancellations, feel free to ask.

Cancellation Policy Understood and Permitted

I, _____, (print name of parent) and _____, (print name of student) have read and understood the cancellation policy and we will do our best to follow the guidelines. We realize that if we do not follow the guidelines for cancelling or rescheduling a session then the cancellation fee will be charged to our account.

Signed: _____ Date: ____/____/____
Parent Signature Student Signature



If a session needs to be canceled or rescheduled, please notify:

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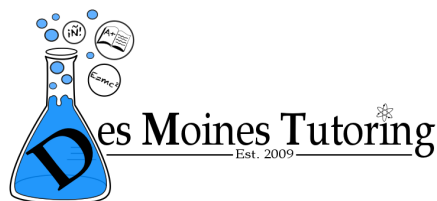
Contact Information

- ∂ Phone: (515) 208-9829 (texting is preferred)
- ∂ Email: scheduling@desmoines tutoring.org

If there are any further questions regarding scheduling /rescheduling sessions or cancellations, feel free to ask.

Cancellation Policy Understood and Permitted

STUDENT COPY



This document is to ensure that session etiquette is understood and properly observed. This will allow the sessions to go as smoothly as possible.

Language

Respectful language should be used at all times during the session. This is a professional environment and proper word choices need to be made. Please avoid the use of profanity as well as derogatory terms that are disrespectful to groups of people. Learning to use respectful language is part of the educational process.

Water Cooler

Water is provided for students via water cooler. Students may use the provided disposable cups or they may use their own container.

Recycling

Des Moines Tutoring participates in the recycling process. If you have paper to dispose of, please use the provided recycling container.

Materials Provided

Des Moines Tutoring provides the following materials to be used during the session:

- iPads
- Laptop
- Pencils
- Pens
- Graphing calculator
- Basic calculator
- Colored pencils
- Three hole punch
- Stapler
- Scissors
- Notebook paper
- Copy paper
- Index cards
- Compass
- Protractor
- Ruler

If other materials are needed for an assignment, please make sure to bring the necessary materials to your session—as they will not be provided.

Parents Attending Sessions

Parents are more than welcome to attend their child's session.

Policy Questions

If you have a question about any of the above listed policies, please do not hesitate to ask. Contact me via email at questions@desmoines tutoring.org or via phone/text message at (515) 208-9829.