

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

2023-2024 ACT® Prep Courses

English | Mathematics | Reading | Science | Writing



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***

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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

\_\_\_\_\_ ACT® Math Leap: Geometry, Algebra 2, and Advanced Topics

\_\_\_\_\_ ACT® Math Leap: Algebra 2 and Advanced Topics

\_\_\_\_\_ 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):

<b>ACT® Composite:</b> <input type="text"/>	<b>Score</b>	<b>Percentile</b>
English	<input type="text"/>	
Mathematics	<input type="text"/>	
Reading	<input type="text"/>	
Science	<input type="text"/>	
Writing	<input type="text"/>	

Test Date: \_\_\_\_\_

Notes: \_\_\_\_\_

<b>ACT® Composite:</b> <input type="text"/>	<b>Score</b>	<b>Percentile</b>
English	<input type="text"/>	
Mathematics	<input type="text"/>	
Reading	<input type="text"/>	
Science	<input type="text"/>	
Writing	<input type="text"/>	

Test Date: \_\_\_\_\_

Notes: \_\_\_\_\_

<b>ACT® Composite:</b> <input type="text"/>	<b>Score</b>	<b>Percentile</b>
English	<input type="text"/>	
Mathematics	<input type="text"/>	
Reading	<input type="text"/>	
Science	<input type="text"/>	
Writing	<input type="text"/>	

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: 2023 Edition* (for daily studying)
  - *The Official ACT® Prep Guide: 2023-2024* (for practice tests)
  - Essential ACT® Flash Cards
- ACT® Complete Course Fee: **\$1,860**
- Additional sessions (above those included in the course fee): \$85/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 amount 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: **\$1,280** (includes all study materials listed under ACT® Complete, except the flashcards)
- Additional sessions (above those included in the course fee): \$95/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: **\$1,010** (includes all study materials listed under ACT® Complete, except the flashcards)
- Additional sessions (above those included in the course fee): \$105/hour



**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 (\$130/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: 2023-2024* (for practice tests): \$40
  - *The Princeton Review's ACT® Prep: 2023 Edition*: \$20
  - ACT® Flash Cards: \$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: **\$2,000** (includes 25 one-hour sessions and math workbook binder)
- Additional ACT® Math Leap sessions: \$75/hour
- The following topics are covered in ACT® Math Leap: Geometry, Algebra 2, and Advanced topics:

Points, Lines, and Planes	Special Right Triangles	Sequences
Linear Measures	Trigonometry	Unit Circle
Angle Measures	Angles of	Trig Identities
Parallel Lines and	Elevation/Depression	Trig Graphs
Transversals	Factoring Rules	Matrix Operations
Slopes and Equations of	Properties of Circles	Discriminants
Lines	Area and Circumference of	Conics
Classifying Triangles	Circles	Vectors
Bisectors	Absolute Value Equations	Probability
Areas of Quadrilaterals	Inequalities	Permutations
Surface Area and Volume	Complex Numbers	Combinations
of Prisms, Cylinders,	Polynomial Operations	Piecewise Functions
Cones, and Pyramids	Factors and Zeros	Compound Interest
The Triangle Inequality	Radicals	Parametric Equations
Ratios and Proportions	Exponential Functions	Rational Functions
Similar Figures	Logarithm Properties	Complex Zeros
Geometric Means	Statistics	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: **\$1,275** (includes 15 one-hour sessions and math workbook binder)
- Additional ACT® Math Leap sessions: \$75/hour
- The following topics are covered in ACT® Math Leap: Algebra 2 and Advanced topics:

Factoring Rules	Statistics	Probability
Absolute Value Equations	Sequences	Permutations
Inequalities	Unit Circle	Combinations
Complex Numbers	Trig Identities	Piecewise Functions
Polynomial Operations	Trig Graphs	Compound Interest
Factors and Zeros	Matrix Operations	Parametric Equations
Radicals	Discriminants	Rational Functions
Exponential Functions	Conics	Complex Zeros
Logarithm Properties	Vectors	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: **\$540** (includes 6 one-hour sessions and math workbook binder)
- Additional ACT® Math Leap sessions: \$75/hour
- The following topics are covered in ACT® Math Leap: Advanced topics:

Statistics	Discriminants	Complex Zeros
Sequences	Conics	Piecewise Functions
Trig Identities	Vectors	Parametric Equations
Trig Graphs	Permutations	Rational Functions Summations
Matrix Operations	Combinations	

**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: **\$95/hour** (includes individual math worksheets)
- Please select from the following options (circles the topics to cover):

Points, Lines, and Planes	Angles of	Unit Circle
Linear Measures	Elevation/Depression	Trig Identities
Angle Measures	Factoring Rules	Trig Graphs
Parallel Lines	Properties of Circles	Matrix Operations
Slopes and Equations of Lines	Area and Circumference of Circles	Discriminants
Classifying Triangles	Absolute Value Equations	Conics
Bisectors	Inequalities	Vectors
Areas of Quadrilaterals	Complex Numbers	Probability
Surface Area and Volume	Polynomial Operations	Permutations
The Triangle Inequality	Factors and Zeros	Combinations
Ratios and Proportions	Radicals	Piecewise Functions
Similar Figures	Exponential Functions	Compound Interest
Geometric Means	Logarithm Properties	Parametric Equations
Special Right Triangles	Statistics	Rational Functions
Trigonometry	Sequences	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**

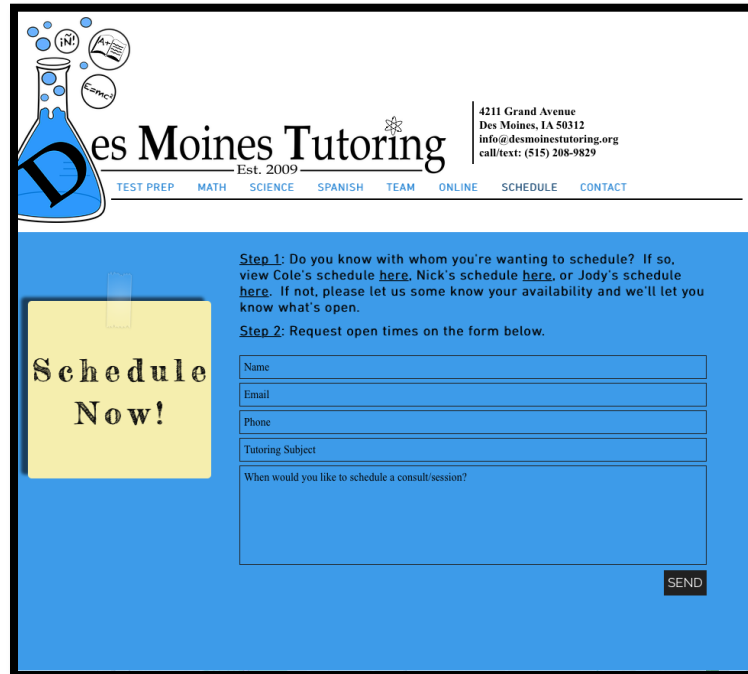
I, \_\_\_\_\_, (parent) have read and understood the pricing policy. If payments fall behind two weeks beyond the date of the unpaid session, no further sessions will be held until payments are made. I understand that if the guidelines for payment are not followed, no further sessions will take place 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](http://desmoines tutoring.com)



**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 [desmoimestutoring.com](http://desmoimestutoring.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@desmoimestutoring.org](mailto:scheduling@desmoimestutoring.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



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- ∂ Getting called into work

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- ∂ Let us know when you’d like to reschedule via email, text, phone, or online form

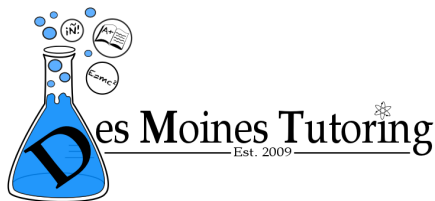
**Contact Information**

- ∂ Phone: (515) 208-9829 (texting is preferred)
- ∂ Email: [scheduling@desmoimestutoring.org](mailto:scheduling@desmoimestutoring.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](mailto:questions@desmoines tutoring.org) or via phone/text message at (515) 208-9829.



**Student's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

ACT® Attempt: 1 2 3 4 5 6

When is the next attempt occurring? \_\_\_\_\_

Will the student be taking the ACT® Writing Test? Yes No

What calculator will the student be using? TI-30XS TI-30IIXS TI-83 TI-84 TI-Nspire CX Other: \_\_\_\_\_

**Notes on previous attempts:**

*Strengths:*

*Weaknesses:*

*Timing?*

**Notes on math history:**

**Previous work with a tutor?**

**General Notes:**