



Reading Partners Noyes Elementary

Please print out a copy of this and read CAREFULLY based on your schedule. If you cannot attend orientation, please contact your site supervisor.

ORIENTATION DATE

- For NEW tutors only: Tuesday, Feb. 2, 6:00pm-7:30pm, Pryz 351

START DATE

- Returning Reading Partners tutors: February 2nd
- New tutors: As soon as background check is cleared!

SITE LOCATION

Noyes Elementary School
2725 10th St. NE
Washington, DC 20018

SITE TRANSPORTATION

Meeting time: 30 minutes before tutoring time

Where to meet: In front of the Campus Ministry Office

Type of transportation: Walking

Directions:

1. Walk down to Michigan Ave via Harewood or through campus by the Basilica
2. Cross Michigan and go down 4th St.
3. Turn left onto Franklin St.
4. Turn right onto 12th St.
5. Take the first right onto Evarts St. It'll be on the right.

OTHER REQUIREMENTS

- TB Test (Copies must be submitted to site coordinator and DC Reads office before tutoring begins)
- DCPS Volunteer Application (Use cua-dcreads@cua.edu for contact)
<https://octo.quickbase.com/db/bg37a864v?a=dbpage&pageID=26>

FINGERPRINTING AND BACKGROUND CHECK

- Good for 2 years – if you are returning tutor to this site, you do not need to fulfill this requirement
 - Location: DCPS 1200 First St. NE, Washington, DC 20001 (closest metro is NOMA/Gallaudet)
 - Cost: \$0
1. Bring your TB clearance card and state issued photo ID to the Volunteer Coordinator at DCPS (12th Floor).
 2. Wait for a verification letter to be e-mailed to you 5-10 business days after completing fingerprinting.
 3. Forward the verification letter to your site coordinator (contact info below), and Rebecca Dzida (dzidarm@cua.edu).

PLEASE NOTE: DCPS will process and fingerprint volunteers on a walk-in basis from 9:00 a.m. to 3:30 p.m. on Monday-Friday (or by appointment)

IMPORTANT CONTACTS

Team Leaders:

- Zach Morris (Tue/Thur mornings) 28morrisz@cua.edu
- Tori Schmotzer (Tue/Thur afternoons) 21schmotzer@cua.edu

Site Supervisor: Samantha Jacques samantha.jacques@readingpartners.org

Reading Partners DC Region Coordinators:

- Naomi Shachter naomi.shachter@readingpartners.org 443-937-3233
- Abby Green abby.green@readingpartners.org

If you have not responded to your confirmation email for your DC Reads site(s) and schedule, please do so by emailing cua-dcreads@cua.edu