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An Equal Opportunity  
Employer

April 29, 2019

Dear School Administrator,

Thank you in advance for supporting the California Mini-Corps (CMC) program and the migratory students in your school. The Mini-Corps (MC) program is pleased to once again partner with schools in addressing the academic needs of migratory students throughout California by providing tutorial instruction to migrant students.

Our Mini-Corps tutors are full-time college students pursuing a career in education. Butte County Office of Education (BCOE) is the employing agency and all tutors have TB and Fingerprint Clearance and have successfully passed a basic skills assessment set forth by BCOE hiring guidelines. The Mini-Corps tutor(s) will be assigned to classroom teachers at your school and will provide instructional services and progress monitoring to identified migratory students primarily in the areas of language arts and mathematics. The MC tutors may assist the teacher by providing review and reinforcement of the concepts taught by working with migratory students on an individual basis, small or large group settings. The Mini-Corps tutor is also a bilingual role model and can provide instruction in Spanish or in the primary home language of the migratory student. Through these assignments and guidance from the supervising teacher, the tutors will gain valuable field experience in many areas including lesson planning, classroom curricula, classroom management and group instruction.

The CMC program is working with CDE representatives to identify valid and reliable assessment tools that examine the academic growth of migratory students. The assessments' focus will be English Language Arts. Once established and upon implementation of the assessment, the CMC program will capture the data and analyze the results which may be shared with the migrant region and CDE as per our CDE contract.

I encourage you to meet with your tutor(s) to review and discuss your school's mission and vision, pertinent policies and regulations. Please keep in mind that we are a **category** program and can only provide supplemental instructional services to identified migratory students.

If you have any questions or concerns, please contact the Mini-Corps college coordinator or call me directly.

Sincerely,

Juana Zamora, Sr. Director  
CALIFORNIA MINI-CORPS