



Student Services

Here is where your services begin

1

Peer Tutoring



Apply to be a Peer Tutoring

1

Scan the QR code

on the Homeroom Hub or the poster in front of the Student Services Office. [Link](#)

2

Application Information

is on the Google Form

3

All successful Tutor applicants

must attend a peer Tutoring Training workshop before they can start to tutor.

4

If the tutor has an issue

or problem with the student or wants to cancel being a peer tutor they can email a counselor.

5

Peer Tutors

receive Service Hours Credit for Peer Tutoring hours and a certificate.



Apply to Find a Peer Tutoring

1

Scan the QR code

on the Homeroom Hub or the poster in front of the Student Services Office. [Link](#)

2

Counselors check

applicants' academic performance in a database (Powerschool) then prioritize those who need urgent help.

3

Counselors match

applicants with students who request a tutor based on their profile.

4

Counselors email

the tutor and tutee to set a meeting with a counselor.

5

Tutors need

to submit a log file after they finish their tutoring session.

6

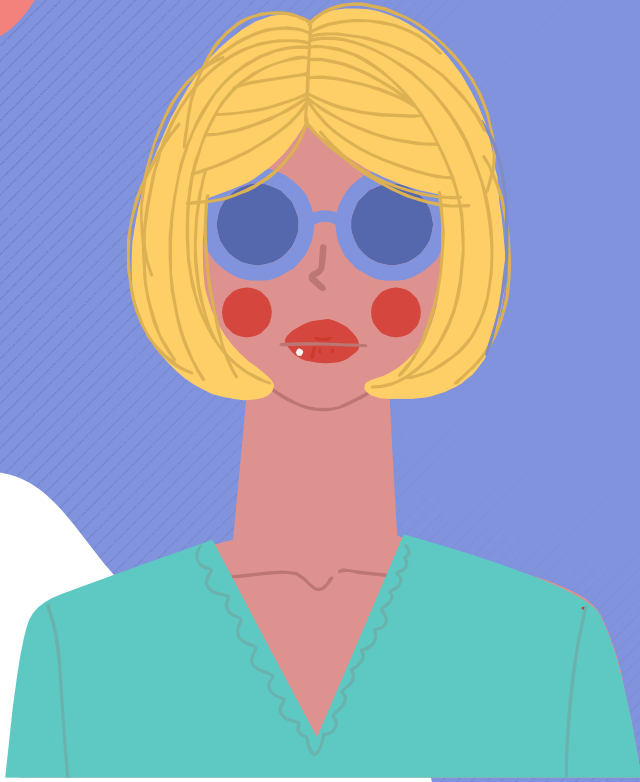
If the tutor

doesn't show up or the tutee wants to cancel the tutoring, they can email a counselor.

2

Leave Campus

Early



Leave Early

Step 1: a student makes an inquiry in the Student Services Office to obtain a form, fill it in and then submit the request for approval. Requests may also be made by email or a phone call from a parent or legal guardian.

Step 2: request is processed by the Student Services Officer and then denied or approved by a counselor or MUIDS administrator.

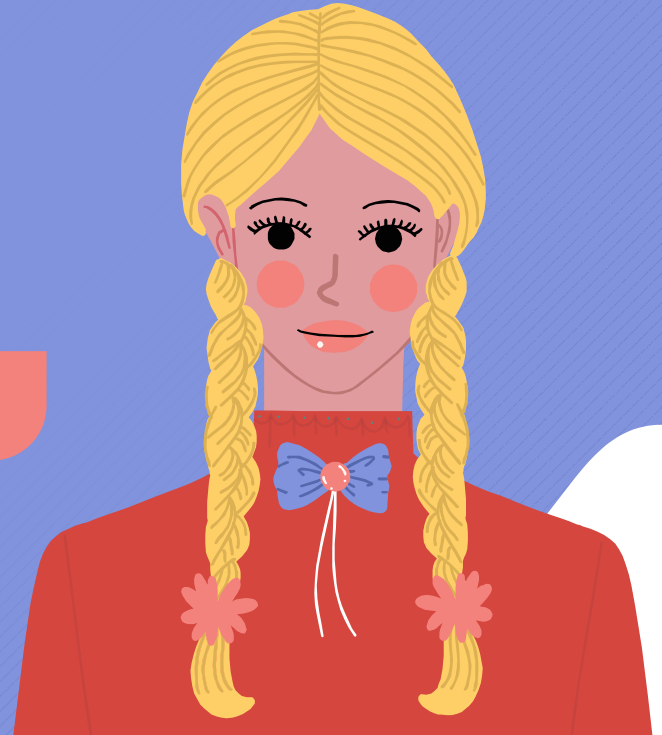
Step 3: If approved the student will be issued a Yellow Exit card by Student Services that is to be given to the Security Guard so that the student may exit the campus.

Step 4: The Student Services Officer or another Student Services personnel accompanies the student to the main reception to wait for the person to pick up the student. An ID card is checked to verify the driver, parent/guardian and when approved, after the security Guard receives the yellow card, the student is permitted to leave the campus.



3

School Absence



School Absence

Step 1: a student makes an inquiry in the Student Services Office to obtain an Absence Leave form, fill it in and then submit the request plus the required documents i.e. Medical Certificate/University interview letter or parent letter. Inquiries may also be made by email or a phone call from a parent or legal guardian.

Step 2: request is processed by the Student Services Officer and then reviewed by the Deputy Director of Student Services. The signed form is then returned to the Student Services Officer for further processing.

Step 3: the students' absent data will be entered into Powerschool by the Student Services Officer so the student, parent and teacher is informed about the student's absenteeism status.



Community Service Hours

4



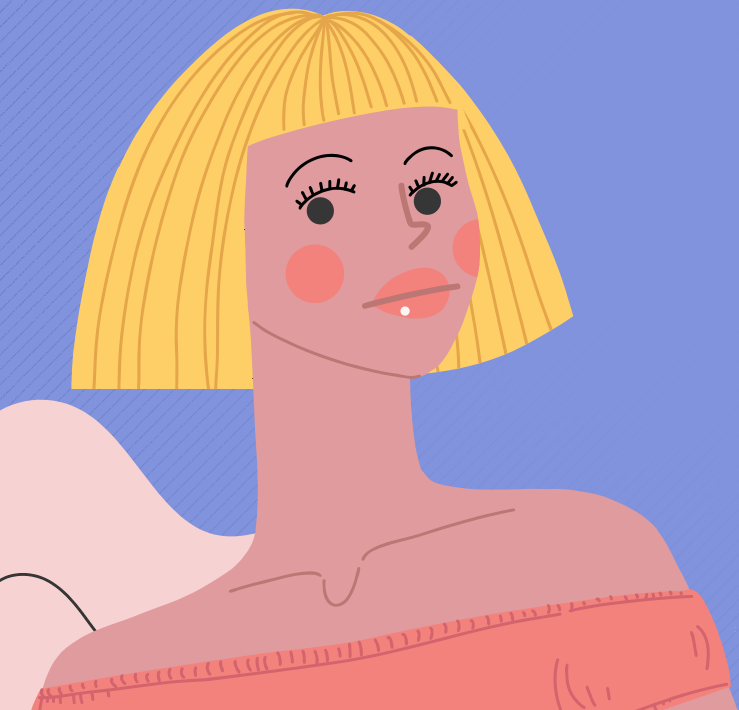
Leave Early

Step 1: a student makes an inquiry in the Student Services office to obtain a Community Services Hour claim form, fill it in along with the required documents/evidence of service, and then submit the request for approval. Inquiries may also be made by email or a phone call.

Step 2: request is processed by the Student Services Officer and then the students' Development Hours are tracked, accumulated and updated in Powerschool on a rolling basis throughout the school year.

Step 3: all students have access to Powerschool to be able check the status of their Development Hours.





5

Make an

appointment

Appointment with

**Deputy Director for
Student Services**



Appointment

a student, parent or teacher may email or call the administrators' secretary to set an appointment

Walk-in

a student, parent or teacher may visit the administration office and if available, may talk with a school administrator.

Appointment with

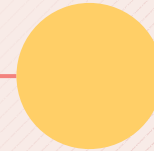


A Counselor



Appointment

a student, parent or teacher may email or call a counselor or the Student Services Officer to set an appointment



Walk-in

a student, parent or teacher may walk-in to the Student Services Office and if available, may talk with a counselor.



Thank you