1. SUPPLEMENTAL EDUCATIONAL SERVICES
2. DISTRICT & PROVIDER RESPONSIBILITIES
10 District Requirements for SES

1. Notify parents about the availability of services, at least annually [Section 1116(e)(2)(A); 34 C.F.R. §200.46(a)(1)]. (See G-2.)

2. Help parents choose a provider, if requested [Section 1116(e)(2)(B); 34 C.F.R. §200.46(a)(2)].

3. Apply fair and equitable procedures for serving students if not all students can be served [Section 1116(e)(2)(C); 34 C.F.R. §200.46(a)(3)]. (See F-3.)

4. Ensure that eligible students with disabilities and LEP students receive appropriate services [34 C.F.R. §200.46(a)(4), (5)]. (See C-31 through C-33.)

5. Enter into an agreement (contract) with a provider selected by parents of an eligible student [Section 1116(e)(3); 34 C.F.R. §200.46(b)]. (See H-1.)

6. Assist the SEA in identifying potential providers within the LEA [Section 1116(e)(4)(A); 34 C.F.R. §200.46(a)(2)]. (See C-1.)
10 District Requirements for SES

7. Protect the privacy of students who are eligible for or receive SES [Section 1116(e)(2)(D); 34 C.F.R. §200.46(a)(6)]. (See H-16 through H-18.)

8. Assist the SEA in monitoring the SES providers.

9. Prominently display on its website, in a timely manner to ensure that parents have current information: (a) beginning with data for the 2007–2008 school year and for each subsequent school year, the number of students who were eligible for and the number of students who participated in SES; and (b) for the current school year, the list of providers approved by the SEA to serve in the LEA and the locations where services are provided [34 C.F.R. §200.39(c)(1)(ii), (iii)]. (See G-10 through G-12.)

10. Meet its 20 percent obligation. If an LEA spends less than the amount needed to meet its 20 percent obligation, then it must either: (a) spend the remainder of that obligation in the subsequent school year; or (b) meet the criteria in 34 C.F.R. §200.48(d)(2)(i) [34 C.F.R. §200.48(d)(1), (2)]. (See L-1.)
District Responsibilities

Communication with Parents
• Notification to parents of eligible students; communicate throughout process

Formal Contract with Providers
• Fully executed contract for each provider selected

Background Checks
• Ensures provider staff members have been processed through a criminal background check

Facility Use
• Arranges with providers for district facility use that is fair and equitable to other groups using facilities and is dependent on a district/school building policy

Billing Requirements
• Ensures the per pupil cap is not exceeded, review bills from providers, issue payments to providers, keep financial records of expenditures for SES
District Responsibilities

Evaluation
• defines and implements an evaluation of SES effectiveness by monitoring the program and progress of students

Progress Reports
• along with parents, providers, and teachers, determines learning goals and frequency of progress reporting

Confidentiality
• ensures public identity of student is not disclosed without written permission of parent of the student

Reporting Requirements
• provides information to state Title I office on quality and effectiveness of SES offered by providers and submit all required reports in a timely manner
District Responsibilities

Step 1–Set-aside for SES/Public School Choice (PSC)

• The law states that 20% of the Title I, Part A allocation must be set-aside for SES (and PSC)

• Set-aside can only be used for actual costs of tutoring services (can’t be used for SES transportation)

• However, 1% of the 20% set-aside may be used for parent outreach (advertising through various media and Internet, community partnerships, parent fairs)

[34 C.F.R. §200.48(a)(2)(iii)(C)]
SES Provider Responsibilities

Standards Alignment
• Ensures instruction is aligned to Washington academic achievement standards

Achievement Goals
• Enables students to attain specific achievement goals, as established by the district, in consultation with parents

Progress Reports
• Measures student progress and informs parents and teachers of that progress

Formal Contract
• Fully executed contract with each district where students are being served
SES Provider Responsibilities

Billing Requirements
• Adheres to the per pupil cap and bills districts accordingly

Background Checks
• Works with OSPI to ensure that all SES employees have completed a fingerprint and criminal background check before any tutors works with students

Confidentiality
• Ensures public identity of student is not disclosed without written permission of parent of the student

Reporting Requirements
• Works with school/district to submit information that will be reported to the state

Providers’ Assurances
• Adheres to signed Assurances
Approved SES Providers Shall Not

1. Offer a student or parent any form of incentive/award to solicit them to select the provider for SES.

2. Offer or advertise to parents or potential students any form of incentive/award to be given to students for completion of attendance or performance goals, prior to the student’s actual enrollment in the program and prior to the start of SES.

3. Tamper with district enrollment forms. It is not acceptable for a provider to pre-populate forms with the provider name, to complete the forms on behalf of a student or parents, or to submit them to the district on behalf of students or parents.

4. Encourage students/parents to switch providers once enrolled.
5. Charge the district for a portion of hours of services offered and indicate that the remaining hours of service are to be provided free of charge.

6. Compensate school district employees personally in exchange for access to facilities, to obtain student lists, to collect applications, or obtain other similar benefits for their SES program.

7. Disrupt regular school operations or administration. Providers may not visit schools and ask to meet with principals or SES coordinators without making an appointment beforehand.

8. Interferes with a regular school day program by trying to talk with teachers, meet with teachers, or email teachers about issues regarding their involvement with your programs.

Approved SES Providers Shall Not
SES Providers Shall Not

9. Ask schools to provide working space for SES programs during regular school hours—you should not be present in the school during the normal school day.

10. Visit or call parents/students at home in an effort to recruit them to sign up for a specific program. This invades their privacy.

11. Solicit parents and students outside of the school building when parents are dropping off or picking up their children in an effort to recruit them to sign up for a specific program. This invades their privacy.

12. Misinform parents of their SES options or that a student can finish one program and then sign up for another one.
SES Providers Shall Not

13. Treat school administrators or staff disrespectfully or misinform them of their rights.

14. Advertise unfair or misleading information about your services or that of another vendor. Advertising includes any written or oral communication.

15. Ask students enrolled in the provider’s program to recruit other students for the program.

16. Solicit business on school premises except during scheduled SES meetings, fairs, conferences, and other events to which providers have been invited to attend.
## Per-Pupil Funding

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District Responsibilities

Step 2–Identify eligible students from low income families (i.e., free and reduced lunch students)

- All free and reduced students in the building identified in Steps 2-5 are eligible
- Develop a priority system in case more students request SES than school can serve, setting priority on the lowest achieving students
District Responsibilities

Step 3–Know the Providers

• SES providers must be on the state approved list

• Become familiar with the approved SES providers and programs they offer—read descriptions, research websites, call

• Consider hosting a provider open house, ensuring that an invitation has been extended to ALL approved providers
District Responsibilities

Step 4–Parent Notification

• Mail to homes of eligible students
• Inform of AYP status and reasons why the school was identified
• Inform of SES option (1st notification)
• Explain objective criteria if demand is greater than funds available (priority)
• Include list of approved SES providers
• Response form that indicates whether or not they are interested in their child participating in SES – with reasonable due date
District Responsibilities

Step 4—Parent Notification (cont.)

• At least two notices are required before any funds can be reallocated

• Each notice needs to be dated and on district letterhead

• Keep copies of each notice as documentation for monitoring and request to reallocate
District Responsibilities

Step 5—Partnering

• Law requires schools to partner, to the extent practicable, with outside entities
• Purpose – to reach out to parents and inform of SES
• Who and How?
  • Media
  • Provider fairs, open houses
  • Community centers, churches, city officials, school staff
District Responsibilities

Step 6–Identify Participants

• Based on forms returned by parents, identify eligible students

• All free and reduced students are eligible if funds are available

• If needed, run through priority criteria, setting priority on the lowest achieving students
District Responsibilities

Step 6—Identify Participants

• Send letter to parents letting them know whether or not their child is eligible for services based on fair and equitable criteria

• Include SES provider descriptions

• Include a form parents return either to select an SES provider (first and second choices) or to indicate no interest, giving a reasonable due date
District Responsibilities

Step 7–Follow-up on Chosen Providers

• Compile a list of the providers chosen
• Make contact with parents if they indicated they need assistance selecting provider
• Schools are allowed to assist parents in selecting a provider by answering questions, etc., but the school cannot make the selection
District Responsibilities

Step 8–Contract with Providers

• District, not provider, must initiate the contract
• Specific contract components, so the district is responsible for ensuring all are included
• Contact providers chosen by parents
• Review template and sample contract
• Develop contracts with each provider, including all required information, being specific
• Signed by both district and provider
District Responsibilities

Step 9—Notify Parents

• Once all contracts are final
  • Notify parents that they may contact provider to begin services
  • School may contact providers on behalf of parents

• At this time, the district may release to providers the names of students enrolled
District Responsibilities

Step 10–Communication

• Specific timelines for progress reports should have been outlined in the contract with provider
• Ensure provider is sending regular reports on the progress of all students receiving SES
  • Parents
  • School/District (Teachers/District SES contact)
District Responsibilities

Step 11–Evaluation Process

• How did the SES implementation go at your school?
• What worked?
• What didn’t work?
• Changes for next year?
• Did providers do what they said they would?
District Responsibilities

Step 12–Reporting to OSPI

- State reports to the United States Department of Education (EDFacts)
  - Supplemental Services Data Collection
  - Parent Survey
  - School District Evaluation of SES Providers – review effectiveness with OSPI
District Responsibilities

- SES Provider Annual Report
- Student Progress Report
  - Completed by provider
  - Completed by every provider utilized in the district
Public Reporting of SES

Districts must provide specific information on its website:

- Number of eligible and participating students beginning with 2007-08 school year

- List of state approved SES providers and locations of services for current school year (hyperlink to OSPI list)
  - If no district website, state must report on its website
Reallocating SES Funds

The law requires certain criteria has been met before any of the 20% set-aside can be reallocated

• Form submitted and approved before doing budget revision on iGrants

Document this information:

• Partnered with outside groups/advertise
• Provided genuine opportunity for parents to obtain SES for their children
• Provided at least 2 notices to parents
• Gave providers fair and open access to school facilities that would be given to other groups (facility policy)

34 C.F.R. §200.48(d)(2)(i)
Reallocating SES Funds

• Unless it meets the criteria described above, a district that does not meet its 20 percent obligation in a given school year must spend the unexpended amount in the subsequent school year on choice-related transportation, SES, or parent outreach and assistance.

• The district may also count the costs for parent outreach toward meeting its unexpended obligation, but only if it did not reach the 1 percent cap in the first year. The district must spend the unexpended amount in addition to the funds it is required to spend to meet its 20 percent obligation in the subsequent school year. [34 C.F.R. §200.48(d)(1)]

• This means that districts must be very proactive in ensuring that the three provisions above have been met in order to use the amount equal to 20 percent of your Title I, Part A allocation on an alternate activity or to carry it over for other approvable Title I, Part A activities.
Resources

A Toolkit for Title I Parental Involvement
http://www.sedl.org/connections/toolkit/contents.html

Section 4 – LEA Responsibilities

- Tool 4.8 LEA Procedures – AYP Parental Notification Letter
  - Includes PSC Instructions for Parent Notification Letter
  - Includes PSC Instructions for districts unable to offer PSC
- Tool 4.9 Disseminating Annual Local Educational Agency Report Card
- Tool 4.11 AYP Parent Notification Letter
- Tool 4.12 SES Parent Notification Letter & Parent Request for SES services

Giving Parents Options: Strategies for Informing Parents and Implementing Public School Choice and SES Under No Child Left Behind, is available at
District as an SES Provider

How will your SES instructional program be different from what you currently do in academic programs during the normal school day?

Transportation
   Reminder, SES transportation costs may not count as part of the 20 percent set aside for SES/PSC.
District as an SES Provider

Facilities Use

• Does the district have a facilities use policy?

• How does the district document that the policy is implemented consistently?

• Note that the district must charge for facilities use in accordance with its district policy. SES providers may not be charged a rate different from the rate paid by other non-district entities, including vendors and non-profit organizations. If the district is using its space to provide SES services to its students it must ensure equal availability of its facilities to all providers.
How does the district ensure equal availability of its facilities for all SES providers, including the district, if it provides SES services?

The district must have a supplemental contract with all district SES staff participating in the district-provided SES program.

- Contract must delineate the hours that the SES staff will be paid for participation in the district provided SES program.
- Must ensure that all SES duties such as planning, copying, any collaboration or records or information exchange must be handled during “SES” time and not during “teacher” contract time.
- The SES contract may include planning time, it may not include benefits or any other costs.
District as an SES Provider

What controls are in place to accomplish this?

What documentation, such as time and effort reports, supplemental contracts, etc., is maintained at the district?
District as an SES Provider

Startup Costs
At the beginning of the school year, before there has been any billing for services, what is the fund source for startup costs for the district as an SES provider?

• Per the state SES waiver, districts intending to be an SES provider must meet the Annual Measurable Objectives (AMO) waiver requirement to, “Demonstrate record of effectiveness for all providers.” The district must demonstrate effectiveness of the program.

* Waiver granted by ED

Does the district intend to charge all SES allowable costs to a fund source other than Title I, Part A?

• If yes, the district must be consistent with its district’s pricing practices for other non-federally funded vendor services.