



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT

July 22, 2011

TO: Complex Area Superintendents and Principals of:
Title I Public Schools Which Have an NCLB Designation of School
Improvement Year 2, Corrective Action, Planning for Restructuring, or
Restructuring
Charter Schools Administrative Office Executive Director and Public Charter
School Directors of:
Title I Public Charter Schools Which Have an NCLB Designation of School
Improvement Year 2, Corrective Action, Planning for Restructuring, or
Restructuring

fw FROM: Joyce Y. Bellino, Assistant Superintendent *JYB*

SUBJECT: School Year (SY) 2011-2012 No Child Left Behind (NCLB) Supplemental
Educational Services

This memo provides information and guidance on the implementation of NCLB Supplemental
Educational Services (SES) for SY 2011-12.

- A. SUPPLEMENTAL EDUCATIONAL SERVICES COUNTY FUNDING LIMITS:
Attachment 1 indicates the complex area set asides for: (1) SES – tutorial only, (2) per pupil
funding limit/per pupil allocation, and (3) the number of students a complex area is able to
serve.

There will be two increments of SES allocations to the complex area. The first increment
will be allocated at the end of August 2011. The second increment will be allocated in
mid-December 2011. The per pupil funding is **tentative** and maybe amended based on
adjustments in the U.S. Department of Education allocation to the State of Hawaii.

Tentative per pupil funding for each county:

- Honolulu County \$830
- Hawaii County \$690
- Maui County \$498
- Kauai County \$638

The complex area in which a Title I public charter school (PCS), with eligible SES students, is located should provide the Title I PCS with program and fiscal support for SES authorizations, purchase orders, payments, and data collection in the same way the complex area does for a public school. If a complex area receives funds from public schools in order to provide SES program and fiscal support, the complex area may request that the eligible Title I PSC similarly provide a prorated share of the SES program and fiscal support costs incurred.

B. SERVICE PROVIDERS

1. State-approved SES providers

- 1 To 1 Tutor, LLC (pending 2nd semester)
- 100 Scholars
- A Tree of Knowledge Educational Services, Inc.
- Ace Tutoring Services, Inc.
- ATS Project Success
- Club Z! In-Home Tutoring Services, Inc.
- Community Schools for Adults – Kona
- Education Therapy
- Harvest Learning Group, LLC
- Imagine Learning, Inc.
- Innovadia, LLC
- It's All About Kids, LLC
- Kinetic Potential Scholars (pending 2nd semester)
- Kumon North America, Inc.
- Mathnasium Learning Center
- Orchid Isle Tutoring
- Ractives, LLC
- The Learning Center of Maui
- The Learning Hale Instructional Center, Inc.
- The Reading Clinic, Inc.
- UH Manoa Online Academy

2. Information on each supplemental educational service provider is posted and will continually be updated at <http://doe.k12.hi.us/nclb/vendors/index.htm>. The SES Parent Matrix, SES parent/guardian letter, SES application and Agreement of Services has been translated into the following languages: Cebuano, Chinese (Mandarin and Cantonese), Chuukese, Hawaiian, Ilokano, Japanese, Korean, Samoan, Spanish, Tagalog, Tongan and Vietnamese and may be downloaded at <http://doe.k12.hi.us/nclb/vendors/index.htm>.

C. PROCEDURES AND GUIDELINES

Attachment 2 is the 2011-2012 *Hawaii Department of Education (HIDOE) NCLB Supplemental Educational Services Procedures and Guideline, July 2011*.

Complex Area Superintendents
Principals, Title I Public Schools, et al.
July 22, 2011
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IMPORTANT DATES:

- August 2011 (TBA) SES State Informational Meeting
- April 2, 2012 Last day to enroll in SES (submitted and approved SES application)
- May 24, 2012 All SES services terminate on the last day of school for students
- June 20, 2012 All SES provider invoices must be received by the complex area by 4:00 pm

If you have any questions, please contact Daniel Williams, Educational Specialist, Special Programs Management Section, at 203-5520 x 2213 or via Lotus Notes.

JYB:DW:at

Attachments

c: Superintendent
Assistant Superintendents
Superintendent's Office Directors
Title I Linkers

**SUPPLEMENTAL EDUCATIONAL SERVICES
COUNTY FUNDING LIMITS
SY 2011-2012**

Complex Area	Prog ID 52002 SES Allocation (tutorial only)	Per Pupil Funding Limit / Per Pupil Allocation	Number of Students a Complex Area is Able to Serve (Prog ID 52002 / per pupil funding limit – based on students finishing total per pupil allocation)
Farrington-Kaiser-Kalani	*Total = \$877,465 *Increment 1 = \$219,516 *Increment 2 = \$657,949	\$830	*1,046
Kaimuki-McKinley-Roosevelt	*Total = \$514,110 *Increment 1 = \$128,616 *Increment 2 = \$385,494	\$830	*613
Aiea-Moanalua-Radford	*Total = \$212,418 *Increment 1 = \$53,141 *Increment 2 = \$159,277	\$830	*253
Leilehua-Mililani-Waiialua	*Total = \$451,893 *Increment 1 = \$113,051 *Increment 2 = \$338,842	\$830	*539
Campbell-Kapolei	*Total = \$373,111 *Increment 1 = \$93,341 *Increment 2 = \$279,770	\$830	*445
Nanakuli-Waianae	*Total = \$1,030,427 *Increment 1 = \$257,783 *Increment 2 = \$772,644	\$830	*1,229
Pearl City-Waipahu	*Total = \$762,605 *Increment 1 = \$190,782 *Increment 2 = \$571,823	\$830	*909
Castle-Kahuku	*Total = \$406,060 *Increment 1 = \$101,585 *Increment 2 = \$304,475	\$830	*484
Kailua-Kalaheo	*Total = \$168,610 *Increment 1 = \$42,182 *Increment 2 = \$126,428	\$830	*201
Hilo-Laupahoehoe-Waiakea	*Total = \$361,424 *Increment 1 = \$90,418 *Increment 2 = \$271,006	\$690	*518
Honokaa-Kealakehe-Kohala-Konawaena	*Total = \$504,932 *Increment 1 = \$126,319 *Increment 2 = \$378,613	\$690	*724
Ka'u-Keaau-Pahoa	*Total = \$546,039 *Increment 1 = \$136,604 *Increment 2 = \$409,435	\$690	*783
Baldwin-Kekaulike-Maui	*Total = \$375,243 *Increment 1 = \$93,873 *Increment 2 = \$281,370	\$498	*745
Hana-Lahaina-Lanai-Molokai	*Total = \$232,710 *Increment 1 = \$58,220 *Increment 2 = \$174,490	\$498	*462
Kapaa-Kauai-Waimea	*Total = \$318,959 *Increment 1 = \$79,794 *Increment 2 = \$239,165	\$638	*494

*estimated amounts

Hawaii Department of Education

NCLB Supplemental Educational Services

Procedures and Guidelines

Office of Curriculum, Instruction and Student Support
Special Programs Management Section

July 2011

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I. Overview

I. OVERVIEW

Purpose: The purpose of Supplemental Educational Services (SES) as provided in the No Child Left Behind Act of 2001 (NCLB) is to increase the academic achievement of economically disadvantaged students in low-performing Title I schools, by providing additional academic instruction outside of the regular school day or school year.

Student Eligibility: To be eligible to receive SES, a student must receive free or reduced-price meals and attend a Title I school that is in School Improvement Year 2, Corrective Action, Planning for Restructuring, or Restructuring as a result of not making Adequate Yearly Progress (AYP) for three or more years.

Student Priority Ranking: All eligible students are priority ranked in the complex area, based on free or reduced-price meals status and report card grades in reading and math. Priority rankings range from 1 (highest priority) to 10 (lowest priority). Only priority rankings 1 to 5 are eligible for SES. Priority rankings 1 to 5 are given to those students receiving free or reduced-price meals, with the highest priority ranking 1 given to such students with the lowest report card grades and the furthest from achieving reading and math grade level standards. If there are insufficient SES funds or insufficient service providers in a complex area, the highest priority ranked students requesting services in the complex area shall receive services before lower priority ranked students. Once services start, the student may continue to receive services for the term specified or until the SES County per pupil funding limit is reached, whichever is earlier. Thus, once services start, the student is not to be displaced by a student of a higher priority ranking who subsequently requests services.

Parent/Guardian Notification and Selection of Providers: Schools in School Improvement Year 2, Corrective Action, Planning for Restructuring or Restructuring must inform parents/guardians about SES and the service providers available. A parent/guardian of an eligible student may submit an application for services. Applications are prioritized at the complex area. The complex area informs schools, who in turn inform parents/guardians as to which students may receive SES from a particular provider. Students may receive SES, up to the SES County per pupil funding limit.

Service Providers: Solicitation for new service providers will occur at least once a year. A Hawaii State Department of Education (HIDOE) SES Advisory and Review Committee reviews applications and recommends approval of qualified providers. Upon the State Superintendent's approval of the service provider contract, the provider is included on the List of HIDOE-Approved Supplemental Educational Services Providers. Information on the approved providers is then distributed to schools and complex areas, which may arrange with providers to present program information to parents/guardians. Upon selection of a provider by a parent/guardian, an Agreement of Services is developed with the provider, school, parent/guardian, and student.

The provider delivers SES in reading/language arts, math or science, administers pre- and post-assessments, and reports on student progress to the school and parent/guardian/student. The provider submits monthly invoices to the complex area and receives payment for services provided to a student up to, but not exceeding, the SES County per pupil funding limit for the school year.

Important Dates:

- **April 2, 2012 – Last day to enroll in SES (submitted and approved SES application)**
- **May 24, 2012 - All SES services terminate on the last day of school for students**
- **June 20, 2012 - School year 2011-2012 provider invoices must be received by the complex area by 4:00 p.m.**

II. SES Process Chronology

II. SES PROCESS CHRONOLOGY

Preparation for SES (Summer/Fall):

1. State identifies schools as School Improvement Year 2, Corrective Action, Planning for Restructuring, or Restructuring based on AYP results for spring of the previous school year.
2. HIDOE provides procedures, service provider information, SES County per pupil funding limits, sample parent/guardian communications, and sample forms. Meeting(s) will be conducted for schools, providers, and complex areas to ensure common understanding and fidelity to procedures.
3. Information System Services Branch refreshes the Priority Ranking (PR) website with report card grades data twice a year, once in August/September and again in January/February. (When an SES application is received during the course of the school year, the school should update the student's meal status and reading and math report card grades.)

PR website is updated daily to include free or reduced-price meal status and new and transferring students.

4. Elementary and Secondary schools verify report card grades for second semester uploaded by the Information System Services Branch during the summer. An elementary school follows the same procedures as the secondary school. School verifies report card grades uploaded during the summer.
5. HIDOE provides training to complex areas on the priority ranking website, on the use of the SES Data Collection system, SES authorizations, and fiscal purposes.
6. Provider requests use of school facility via the Application "For Use of School Building, Facilities or Grounds (BO-1 and BO-2)."
7. School provides equal access to ALL providers on a first-come, first-served basis to school's facility at no charge, if space is available.

Application and Authorization (Ongoing):

8. School provides parents/guardians of eligible students (i.e., priority ranking 1-5) with SES Parent/Guardian Matrix, parent/guardian letter with application form, and Forms HAR 64 – Consent for Release of Information. School may set due dates for return of forms in order for applications to be processed in a timely matter to begin the first "round" of SES for the school year. Applications can be submitted throughout the school year but are subject to provider capacity (space availability).
9. Parent/guardian submits application to school.
10. Complex Area, complex or school should schedule a parent/guardian informational meeting(s) on SES, and send parents/guardians of eligible students an SES letter and application form, Forms HAR 64-Consent for Release of Information, and SES Parent/Guardian Matrix at minimum twice a year. Parent/guardian may submit application to the school at such a meeting.
11. School updates Priority Ranking website, if necessary, verifies information on application before sending it to the complex area.
12. Complex Area uses the SES Data Collection system to determine students who are authorized for services and their assigned providers, based on the priority ranking, parents'/guardians' preference of providers, as well as provider capacity. Students will be offered services, starting from priority ranking 1.

13. Complex Area updates SES Data Collection system whenever students become eligible for SES, new applications are received from a school, or there is additional provider capacity available.
14. Complex Area notifies the school and providers with a list of authorized students to be offered service and their assigned provider **only if Form HAR 64 is signed and consent is given by parent/guardian.**
15. Complex Area may send authorization letters for parents/guardians via the school.
16. School sends authorization letter to parent/guardian, authorizing services by the assigned provider. The letter includes the provider's contact information.
17. Parent/guardian or provider contacts each other to set up Agreement of Services (AOS) meeting.
18. Provider, parent/guardian, student, and school designee (if available) meet to develop and sign the AOS. **If Form HAR 64 was not signed, parent/guardian must provide SES provider with an authorization letter.** If necessary, the provider forwards the AOS to the school for signature. If a parent/guardian is unable to meet, the provider and school principal or SES designee conducts a phone consultation with the parent/guardian.
19. School provides a signed copy of the AOS to the provider, parent/guardian/student, and complex area within three (3) working days from the AOS meeting.
20. Provider may not begin services without a fully-signed and completed AOS. Student signature is optional. If services are provided and AOS is not signed by all required parties or consultation is not properly documented on AOS or it is incorrectly filled out (i.e., stated service start date is before school designee signature), the HIDOE is not responsible for payment of services during the unauthorized time period.
21. Provider contacts complex area within 15 working days of an authorization date if it is unable to provide services to an authorized student.
22. Complex Area then assigns another provider and Steps 13 to 19 ensue.
23. Provider establishes and communicates procedures and protocol with parent/guardian and student to ensure a safe and secure environment for students.

Providing Services:

24. Complex Area records the start and end dates of services on the SES Data Collection system, thereby indicating that services are actually to be in effect.
25. Provider tutors student in content area agreed upon for the term specified in the AOS within the SES County per pupil funding limit.
26. Provider administers pre- and post-tests and provides results to school and parent/guardian. **Providers cannot charge the HIDOE for administering pre- and post-tests.**
27. Provider conducts formative assessments and provides periodic progress report(s) to the school and parent/guardian, as specified in the AOS and the contract.
28. Provider submits to school and parent/guardian a summary report at the end of services.

Updating School Priority Ranking Website for Second Semester:

29. Elementary and Secondary schools verify report card grades for first semester to be uploaded by the Information System Services Branch in January/February.

Payment:

30. Complex Area uses the SES Data Collection system to process purchase orders and payments.
31. Complex Area cuts purchase order for one or more schools in the complex area for each provider, covering the number of Agreements of Services received, multiplied by the SES County per pupil funding limit.
32. Provider submits to the complex area an original attendance log or certified original (and one copy) and an original monthly invoice (and one copy) per school that does not exceed the SES County per pupil funding limit for each student within 30 days from the month when services were provided.
Failure to provide invoices and monthly attendance logs on a monthly basis may cause payments to be delayed.
33. Complex Area uses the SES Data Collection system to record the hours of services and charges per student, keeps a cumulative account of charges per student, and makes payment to the provider, not to exceed the SES County per pupil funding limit for each student. Complex areas will properly expedite payment to SES providers.
34. Community School for Adults (CSA) follows the same procedure in item 32 above. Payment to CSA may be made as stated in item 33 above through Form BUD-3, as agreed upon by the complex area and CSA.
35. Community School for Adults returns excess funds over 15% of the total funds allocated and paid to them by the HIDOE and complex area via Form BUD-3 to the HIDOE on or before August 20th. A community school must return any excess funds before the HIDOE reallocates SES funds to the community school for the new school year.
36. Complex Area follows the same procedure in Item 34 above on return of excess funds allocated to them over the 15% allowable by August 20th. No additional funds will be allocated to the complex area until excess money is returned.

Evaluation and Reporting:

37. Complex Area updates the SES Data Collection system with required data as requested by the HIDOE for evaluation and reporting purposes.
38. Provider participates in an annual provider evaluation and submits information as requested to HIDOE and any contracted evaluator.
39. Complex Area, school and parent/guardian complete and return satisfaction surveys to HIDOE and any contracted evaluator.
40. HIDOE will monitor implementation of SES through on-site visits and/or desk audits of SES providers, complex areas and schools.

III. Program Responsibilities and Procedures

III. PROGRAM RESPONSIBILITIES AND PROCEDURES

A. Hawaii State Department of Education (HIDOE)

1. HIDOE Contact Persons

Designate contact persons for SES.

2. Information for Schools and Complex Areas

Provide eligible schools and complex areas with:

- SES Procedures and Guidelines
- Sample forms and sample parent/guardian communications (e.g., SES application)
- Program summary and contact information on approved service providers
- SES County per pupil funding limit
- HIDOE contact persons for SES and priority ranking system
- Copy of SES provider contracts
- Copy of SES provider evaluation system and name of contracted evaluator
- Copy of **SES Complaint Procedures**

3. Information for Service Providers

Provide approved service providers with:

- Service provider contract for approval by HIDOE and provider
- SES Procedures and Guidelines
- Sample forms and sample parent/guardian communications (e.g., SES application)
- Information on complex area contacts on SES administration and SES purchase orders and payments
- Maximum County per pupil amount for SES in the school year
- List of SES-eligible schools
- HIDOE and complex area contact persons for SES
- Copy of SES provider evaluation system and name of contracted evaluator
- Copy of **SES Complaint Procedures**

4. Instructions to Complex Areas for Priority Ranking

Provide instructions to complex areas and schools to access complex area and school priority ranking reports.

5. Allocation

- a. Allocate SES funds to complex areas, calculated as follows: the number of students receiving free and reduced-price meals at eligible schools (School Improvement Year 2, Corrective Action, Planning for Restructuring, and Restructuring) in the complex area as a proportion of the County, multiplied by the County set-aside for SES.
- b. Allocate “start-up” funds to each Community School for Adults (CSA) who will be providing SES for the new school year at the same time HIDOE provides the initial SES funding to complex areas. Start-up funds shall consist of \$5,000 per CSA or the 15% carry-over funds retained by the CSA.
- c. Allocate funds to the complex areas for postage (e.g., parent/guardian surveys or letters) and other resources to support SES implementation, pending availability of funds. Fiscal Requirement Form for complex area is required.

6. Updated List of HIDOE-Approved Supplemental Educational Services Providers
 - a. Solicit new service providers at least once a year.
 - b. Review and recommend approval of applications for providers through a HIDOE SES Advisory and Review Committee for placement on the List of HIDOE-Approved Supplemental Educational Services Providers.
 - c. Withdraw approval from providers that fail, for two consecutive years, to contribute to increasing the academic proficiency of students or fail to meet other applicable requirements. Use the results of an evaluation of service providers to help determine whether any provider has failed to meet requirements and needs to be withdrawn from the list.
 - d. Update the list by approving new providers and withdrawing approval from providers who fail to meet requirements.
7. Evaluation of Service Providers
 - a. Oversee the evaluation of SES providers by a HIDOE-contracted evaluator.
 - b. Evaluate the quality, performance, effectiveness, and accountability of the services provided.
 - c. Inform providers of the evaluation criteria, which are subject to review and revision by the HIDOE.
 - d. Use the evaluation results to help determine whether any provider has failed to meet requirements, including failure to increase student proficiency relative to HIDOE standards, and needs to be withdrawn from the List of HIDOE-Approved Supplemental Educational Services Providers.
 - e. Monitor compliance with applicable health, safety, civil rights, and fiscal requirements. Non-compliance of these requirements may result in withdrawal from the List of HIDOE-Approved Supplemental Educational Services Providers.
8. Parent/Guardian Outreach and Assistance
 - a. Provide SES advertisements on TheBus on Oahu and the Hele-On Bus on the Big Island of Hawaii.
 - b. Provide translations of SES documents on the DOE website.

B. Complex Area

1. Complex Area Contact Persons

Designate complex area contact persons for:

- (1) SES program operations (including complex area priority rankings) and
- (2) SES fiscal matters (including purchase orders, vendor payments, and student cost monitoring) and inform HIDOE.

A list of complex area contact information will be compiled by the HIDOE and forwarded to schools and service providers.

2. School Year

Student eligibility and the SES County per pupil funding limit apply to a school year, which begins on the first day of a school year at a particular school and ends on **May 24, 2012**.

Enrollment (submitted and approved SES application) for services should conclude by **April 2, 2012**.

3. Complex Priority Rankings and Parent/Guardian Requests

- a. Participate in HIDOE training(s) on the SES Data Collection system and provide technical assistance to schools in determining school priority rankings. See Section C5 for instructions on determining priority ranking.
- b. Place a student who prematurely terminates services and subsequently applies for services in the same school year at the bottom of the list of students with priority rankings 1 to 5 who have unfulfilled requests for services. This placement is at the date and time of a new application for services. New services are subject to the remaining balance of the SES County per pupil funding limit. Complex Area may make exceptions if services were terminated because of reasons outside of the parent's/guardian's control (e.g., provider capacity).

However, if a parent/guardian requests a change in provider, the student may be reassigned to a new provider (depending on provider capacity). A new AOS must be completed to reflect change in the provider, and any other subsequent changes. The student's per pupil funding continues until it has been exhausted.

If a student changes provider, the Complex Area will reconcile all student files to enable transition from one provider to another. Services with new provider must begin as soon as possible.

4. Determining Students to Be Offered Services

- a. Use (1) copies of applications, (2) service provider availability (as shown in the SES Parent/Guardian Matrix), and (3) the complex area priority ranking to determine the students to be offered services. If the lowest priority ranking at which students may be offered services contains more students than can be accommodated within the SES funds available or the providers' capacity, then the students in that priority ranking will be offered services based on the date and time the application was received – only students with a priority ranking of 1-5 are eligible to receive services. Use the SES Data Collection System to indicate the students that are to be offered services.
- b. If a complex area is notified by a service provider within 15 days of an authorization date that it is unable to provide services to an authorized student, the complex area shall assign another provider chosen by the parent/guardian on the application, unless the parent/guardian requests in writing to remain on a waiting list for the provider. The

complex area may remove a student from a provider's authorized list if the provider did not notify the complex area within 15 days. The complex area authorizes services to the parent's/guardian's next available choice.

- c. After the initial offering of services in a new school year, additional students may be offered services during the school year (up to **April 2, 2012**), based on new application forms, updated provider availability, and updated complex area priority ranking. Start from the highest priority ranking level in offering services to additional students during the school year.
- d. Place a student who prematurely terminates services for any reason and subsequently applies for services in the same school year at the bottom of the students with unfulfilled requests for services in priority rankings 1 to 5. This placement is made at the date and time of the student's new application for services. The service provider is to notify the school and complex area by the next business day that services are being terminated, due to two un-notified absences by a student or a decision by the parent/guardian to terminate services. If a student is authorized for services again, parent/guardian or provider will contact each other to develop a new AOS, subject to the balance of the SES County per pupil funding limit.

However, if a parent/guardian requests a change in provider, the student may be reassigned to a new provider (depending on provider capacity). A new AOS must be completed to reflect change in the provider, and any other subsequent changes. The student's per pupil funding continues until it has been exhausted.

If a student changes provider, the Complex Area will reconcile all student files to enable transition from one provider to another. Services with new provider must begin as soon as possible.

5. Informing Schools about Students to Be Offered Services

Provide schools with a list of students to be offered SES and their assigned service providers, at the initial offering of services in a new school year and continually during the school year as services can be offered to additional students. Complex area may generate individual student authorization letters for the school to send to parents/guardians.

6. Informing Providers of Authorized List of Students for SES (Confidentiality Procedure)

Supply SES providers with their list of authorized students and their assigned service provider regularly so SES providers can prepare adequate staffing, materials, curriculum and professional development. The contact information of the authorized students will be given to providers as long as the students have submitted a completed Form HAR 64 – Consent for Release of Information (see Attachment B-2). In lieu of having completed Form HAR 64 – Consent for Release of Information, the complex area may only inform the provider of the number of students who have enrolled for their services and not the names or other identifying features of the students. Once parents/guardians receive their authorization letter, they may directly contact the SES provider that was assigned to them and supply the provider with any additional information.

A complex area may not disclose to the public or to an approved provider the identity of any student who is eligible for, or receiving, SES without the written permission of the student's parents [Section 1116(e)(2)(D); 34 C.F.R. 200.46(a)(6)]. In addition, an SES provider is prohibited from disclosing to the public the identity of any student who is

eligible for, or receiving, SES without the written permission of the student's parents [Section 1116(e)(3)(E); 34 C.F.R. 200.46(b)(1)(v)].

7. SES Information for Parents/Guardians
Complex area, complex, or school should conduct parent/guardian informational meeting(s) on SES and/or employs other effective outreach strategies. Meetings may follow student progress reporting periods. Parent/Guardian Outreach strategies must be documented in the Parent/Guardian Outreach Log.
8. Agreement of Services (AOS)
 - a. Receive copies of AOS from the schools.
 - b. Validate the AOS by matching the names of students and providers with the students offered services and their assigned providers in the SES Data Collection system. See Section B4a.
 - c. Use the SES Data Collection system to indicate the service providers, and the start and end dates of services for students with a validated AOS.
9. SES Funding
Receive SES funding for the complex area in Program ID 52002 in the designated complex area-administration Organization ID. Because the various complex areas' funding is combined in the district account, ensure that the funding and expenditures for each complex area are accounted separately, so that a complex area only uses the amount allocated to its own complex area.
Program ID 52002 is for payment to SES providers for tutorial services only.
10. Purchase Orders and Payments to Service Providers
 - a. Make a purchase order for one or more schools in the complex area for each provider. Include the contract number, contract term, and the number of students per school on the purchase order. The amount per school is based on the number of AOS received, multiplied by the SES County per pupil funding limit, for the new school year. See Attachment G for a sample purchase order.
 - b. After the initial purchase order for a provider in a school year, make new purchase order(s) for each provider for additional AOS as they are received.
 - c. Make payment on monthly invoices validated by monthly attendance logs. Attach the original attendance log to the original invoice for payment. If student initials are not included in the log, the provider is required to have a record with initials on file as evidence of attendance. Computer log-on may be used, in place of student's initials, as evidence of attendance by providers offering computer-based instruction.
 - d. The attendance log will list the dates and hours or minutes attended by each student in the month. Match the students in the attendance log with the students authorized for services with the particular provider, as entered in the SES Data Collection system. Enter the number of hours and charges per student per month in the SES Data Collection system to keep an updated cumulative balance of charges and ensure that charges per student do not exceed the SES County per pupil funding limit.
 - e. In July, make final payment or cancel any outstanding purchase orders to ensure unused funds are automatically returned to the complex area in the complex area account. This will close out the fiscal year.
 - f. In June, obtain approval for a Purchase Order Worksheet for each provider to cover any unpaid services. See Attachment F

- g. In July, make a purchase order for each provider based on the approved Purchase Order Worksheet. Indicate under "Terms" that this purchase order is for continued services initiated under the prior purchase order (specify the purchase order number and posting date). This purchase order would be the last purchase order for the prior school year.

11. Per Pupil Funding Limit

Use the SES Data Collection system to indicate the number of SES hours and charges per student in order to ensure that cumulative charges do not exceed the SES County per pupil funding limit.

12. Recordkeeping/Data Collection and Complex Area Monitoring – SES Handbook

- a. Maintain records of students served:
 - SES applications
 - Authorization Letters
 - Agreements of Services
 - Complex area priority ranking
 - SES status spread sheet
- b. Manage SES Data Collection system
 - Attend and request additional training for SES Data Collection system for accurate record keeping and student assignment
 - Update SES Data Collection system on a regular basis
- c. Report SES data to the HIDOE as requested annually.
- d. Record issues and concerns from SES providers, schools and parents/guardians on SES Communication Log.
- e. **Maintain Fiscal Documents (i.e., purchase order worksheets, purchase orders, invoices and attendance logs).**
- f. **Collect, Organize, Monitor and Maintain SES documents in the SES Handbook for seven years.**

13. Parent/Guardian Outreach and Assistance

Pending availability of funds for parent/guardian outreach and assistance, complex areas may access funds after completing the *Parent/Guardian Outreach and Assistance Justification Form* - See Attachment I. **Fax form to Daniel Williams at 808 735-8229 or via Lotus Notes for approval.**

Funds as appropriated to the district/complex area offices can NOT be transferred to schools. Furthermore, any of these funds that have been transferred to schools and were expended must be reimbursed to Special Programs Management Section with State funds.

14. Complex Areas must meet, at a minimum, all of the following criteria to ensure that parents/guardians have been given an opportunity to enroll their child(ren) in SES:

- Partner, to the extent practicable, with outside groups to help inform eligible students and their families of the opportunities to transfer or to receive SES.
- Ensure that eligible students and their parents/guardians have a genuine opportunity to sign up to obtain SES, including by:
 - a. providing timely, accurate notice to parents/guardians;
 - b. ensuring that sign-up forms for SES are distributed directly to all eligible students and their parents/guardians and are made widely available and accessible through broad means of dissemination, such as the Internet, other media, and communications through public agencies serving eligible students and their families; and
 - c. provide an on-going/rolling enrollment window to enable parents/guardians of eligible students to make informed decisions about requesting SES and selecting a provider.

- Ensure that eligible SES providers are given access to school facilities using a fair, open, and objective process on the same basis and terms as are available to other groups that seek access to school facilities.

15. Complex Area in which a Title I public charter school (PCS), with eligible SES students, is located should provide the Title I PCS with program and fiscal support for SES authorizations, purchase orders, payments, and data collection in the same way the complex area does for a public school. If a complex area receives funds from public schools in order to provide SES program and fiscal support, the complex area may request that the eligible Title I PCS similarly provide a prorated share of the SES program and fiscal support costs incurred.

C. Schools (School Improvement Year 2, Corrective Action, Planning for Restructuring, and Restructuring)

1. Contact Person
Designate a school contact person for SES and provide the complex area, parents/ guardians, and service providers with the contact information.
2. School Year
Student eligibility and the SES County per pupil funding limit apply to a school year which begins on the first day for students of a school year at a particular school and ends **May 24, 2012. Enrollment** (submitted and approved SES application) for services should conclude by **April 2, 2012.**
3. Location of Services
Upon receipt of the Application “For Use of Schools Building, Facilities or Grounds (BO-1 and BO-2)” form from provider, allow use of appropriate school facilities on a first-come, first-served basis (if available) to the service provider at no charge. SES is “parent choice” and a school may not determine who will and will not be a SES provider at their school; however, a school may provide space to SES providers who already have authorized students assigned to them prior to providers who do not have any authorized students. If tutoring will be taking place at a private residence, then a parent/guardian must be present **and in close proximity** for the safety of the tutor and student. **Keep copies of all BO-1 and BO-2 forms in School’s SES Handbook.**
4. Non-Instructional Times
SES must be provided during non-instructional times only, including before school, after school, weekends, holidays and intersessions, as determined by the school bell schedule and calendar.
5. School Priority Ranking System
Schools enter Status Report grades for reading and math in the school priority ranking website twice a year—second semester grades for the prior year and first semester grades for the current year. Schools verify report card grades uploaded by the Information System Services Branch (ISSB) twice a year (second semester grades of the prior year and first semester grades of the current year). Report card grades are refreshed by ISSB during August/September and January/February every year. ALL elementary and secondary schools shall update free and reduced-price meal status, and verify reading and math grades in the school priority ranking system.

See Attachment D for instructions on entering, updating, and/or verifying reading and math grades and free and reduced-price meal status in the school priority ranking website.
6. Informing Parents/Guardians
Inform parents/guardians about SES and the available service providers and provide an application form and Forms HAR 64 – Consent for Release of Information. Complex area, complex, or school conducts parent/guardian informational meeting(s) on SES and/or employs other effective outreach strategies. Supplemental provider information (e.g., brochures) may be disseminated to parents/guardians.

Provide updated information as new providers are approved or additional capacity becomes available by an existing provider. See Attachment A for SES parent/guardian letter. The letter should be printed on school letterhead, signed by the principal and sent to parents/ guardians at

minimum twice a year. SES applications forms, forms HAR 64 and SES Parent/Guardian Matrix should accompany the SES parent/guardian letter.

7. Applications for Services and Parent/Guardian Preferences - See Attachment B-1
- a. Submit a copy of the completed application and forms HAR 64 to the complex area after verifying and updating student information. Continue this procedure throughout the school year.
 - b. A student with a premature termination of services is eligible to apply for services again in the same school year, subject to the balance of the SES County per pupil funding limit. However, the complex area places the student at the bottom of the complex area priority rankings 1-5 with other unfulfilled requests for services. This placement is at the date and time of the new application. If authorized for services again, parents/guardians are to contact the assigned provider to develop and sign a new AOS.

However, if a parent/guardian requests a change in provider, the student may be reassigned to a new provider (depending on provider capacity). A new AOS must be completed to reflect change in the provider and any other subsequent changes. The student's per pupil funding continues until it has been exhausted.

If a student changes provider, the Complex Area will reconcile all student files to enable transition from one provider to another. Services with the new provider must begin as soon as possible.

8. Notifying Parents/Guardians Whether Child Will Be Offered Services
Send parents/guardians the complex area authorization letter offering SES services that includes the name of the assigned provider and contact information to be sent home. The assigned provider is determined by the complex area priority ranking and providers' capacity. Parents/guardians are to show the authorization letter to the assigned provider when the AOS meeting is held to ensure the student and provider were authorized.
9. Notifying Parents/Guardians About Informational Meeting
Notify parents/guardians about any parent/guardian informational meeting(s) on SES and service providers that may be sponsored by the complex area, complex, or school. At such a meeting, parents/guardians may submit the application for services to a school representative.
10. Agreement of Services (AOS) - See Attachment E (required form)
- a. Meet with the assigned service provider, parent/guardian, and student to develop and sign the AOS. **With the consent of a parent, the school may disclose information about the student's academic record in order to assist the provider in determining the student's strengths and weakness – see 34 C.F.R. §99.30. See Attachment B-3**

If a school representative is unavailable, the provider, parent/guardian, and student shall meet to develop and sign the AOS, and the provider will forward the AOS to the school for signature. Services may not begin until the AOS is completed and signed by all appropriate parties. The student signature is optional.

- b. Provide copy of the signed Agreement within three (3) working days of receipt to the principal (school file copy), teacher, provider, parent/guardian/student, and complex area. **Failure to provide a signed copy of the AOS to the complex area may prevent timely services to students and payment to the SES provider.**

- c. Assure compliance and integrity with the Agreement, including student awareness of the measurable objectives and student commitment to participation.
- d. SES providers will be requested to contact a parent/guardian within 15 days of the authorization date. In the case where the SES provider is unable to contact a parent/guardian, the provider should contact the school SES contact person for assistance.
- e. If the SES Provider is unable to meet with a parent/guardian due to circumstances that prevent them from conducting a face-to-face meeting (e.g., work schedule), the provider and school may make arrangements for a phone consultation with the parent/guardian.
 - The following people shall be involved to discuss the terms of the agreement: the school principal/SES designee, SES provider, and parent/guardian.
 - The school principal/SES designee and SES provider meet to call a parent/guardian or a three-way conference call may be made to discuss the type of services.
 - The SES provider shall indicate in writing the following information on the AOS: “per phone consultation,” date and time of consultation, and the names of people involved on the parent/guardian signature and date line.
 - At the end of the phone consultation, the SES provider, and school principal/SES designee sign the AOS.
 - The school shall provide a copy of the AOS to the parent/guardian, provider and complex area personnel within three (3) working days.

11. Monitoring Student Progress

Monitor student progress, as reported by provider in student progress reports, and attendance logs. Student progress reports and summary reports that are submitted to the school need to be kept on file for documentation. It is the decision of the school as to how the progress reports and summary reports will be housed and filed. Schools may request the format (hard copies and/or electronic copies) in which the progress reports are provided.

12. Evaluation of Service Providers: Satisfaction Surveys

Distribute parent/guardian and student satisfaction surveys, as requested, to the HIDEOE-contracted evaluator. Complete and submit school satisfaction surveys, as requested, to the evaluator.

13. Record Keeping/Data Collection and School Level Monitoring - **SES Handbook**

- a. Maintain records:
 - Copy of Parent/Guardian Letter with attachments
 - SES applications/Forms HAR 64-Consent for Release of Information
 - Authorization Letters
 - Agreements of Services
 - Progress Reports
- b. Provide SES information to Complex Area as requested.
- c. Record issues and concerns from SES providers, schools and parents/guardians on SES Communication Log.
- d. **Collect, Organize, Monitor and Maintain SES documents in the SES Handbook for seven years.**

D. Service Providers

1. Application for a SES Provider
Submit to the HIDOE Procurement and Contracts Branch an application in response to the annual request for proposals (RFP) to become a HIDOE-approved SES provider.
2. HIDOE-Approved Service Providers
The HIDOE reviews and approves applications for service providers. Once a supplemental service provider is contracted, the provider remains on the updated HIDOE list of approved providers unless approval is withdrawn for failing, for two consecutive years, to contribute to increasing the academic proficiency of students or to meet other applicable requirements such as non-compliance with health, safety, civil rights, and fiscal requirements.
3. Contracts
Review and approve (sign) contracts prepared by the HIDOE.
4. School Year
Student eligibility and the SES County per pupil funding limit apply to a school year which begins on the first day for students of a school year at a particular school and ends **May 24, 2012**. **Enrollment** (submitted and approved SES application) for services should conclude by **April 2, 2012**.
5. Location of Services
If school facilities are needed, submit Application For Use Of School Buildings, Facilities or Grounds (BO-1 and BO-2) form to the school. The school will provide appropriate school facilities, if available, to the service provider at no charge. Use of appropriate school facilities is on a first-come, first-served basis. SES is “parent choice,” and a school may not determine who will and will not be a SES provider at their school. However, a school may provide space to SES providers who already have authorized students assigned to them prior to providers who do not have any authorized students. If tutoring will be taking place at a private residence, then a parent/guardian must be present **and in close proximity** for the safety of the tutor and the student.
6. Non-Instructional Times
SES must be provided during non-instructional times only, including before school, after school, weekends, holidays, intersession, as determined by the school bell schedule and calendar.
7. Provider Information
 - a. Providers are allowed to market their services directly to members of the community or to provide general information to the public about the availability of supplemental educational services. (Providers that choose to market their services on school grounds must follow school protocol when issuing flyers, pamphlets, posters, or other marketing tools.) Marketing tools issued on school grounds must get prior approval from the Special Programs Management Section for: factual information related to services, size of flyer, pamphlet, poster or any other marketing tool and appropriateness of content. Failure to get prior approval will result in removal of marketing tools and may impact future evaluations.

Flyers, posters, pamphlets, or other marketing tools:
 - Must contain only factual information pertaining to the provider who is marketing their services
 - Must contain only appropriate content and language

- May not exceed 18 inches by 24 inches
- b. During presentations at schools/complex areas, providers must minimally adhere to the following guidelines:
 - Notify the complex area/school of your attendance or absence in a timely manner. The complex area/school needs to know who will be attending to make the appropriate logistical accommodations. Failure to properly communicate with the complex area/school may result in miscommunications and misunderstandings.
 - Introduce yourself to the complex area/school personnel who have orchestrated the event.
 - Follow any presentation guidelines (e.g., time limits and PowerPoint presentation requirements) that may be in place for the event.
 - Come with sufficient materials which have been previously approved by the Special Programs Management Section. If materials have not been previously approved, they may not be distributed.
 - Recommend providers attend the entire presentation, since parents/guardians and school/complex area staff may have questions that need to be answered.
 - Present only the academic content of your program – language mentioning any type of free component (i.e., computer, technology, or materials) for enrolling in program is strictly prohibited.
 - c. As requested by the HIDEOE, provide information on the provider's SES program, availability, contact information, etc. to the HIDEOE for dissemination to complex areas, schools, and parents/guardians. In addition, providers may give supplemental information (e.g., brochures) directly to schools for dissemination to parents/guardians.
 - d. As additional provider capacity becomes available, notify the complex areas and schools regarding the number of students able to serve at that time weekly or as agreed upon by the complex area and the provider. The additional space available may be due to additional tutors or the conclusion of a term of services.
 - e. If the service provider determines it is unable to provide services to the authorized student after receiving authorization for a student from a complex area, notify the complex area within 15 working days of the authorization date. The complex area shall assign another service provider (refer to B.4.b.).
8. Parent/Guardian Information
- a. Participate in parent/guardian informational meeting(s) that may be sponsored by the complex area, complex, or school.
 - b. May market their services directly to members of the community or to provide general information to the public about the availability of supplemental services. The provider should ensure that advertising includes correct information on SES such as procedures parents/guardians must follow in obtaining SES for their child. Provider may request applications from the complex area in order to assist parents/guardians in the application process. Provider should ensure that parents/guardians have three (3) priority choices on the application.
 - c. SES providers are not allowed to provide parents/guardians with registration/application forms already completed with the provider chosen or pre-selected for them. Such a practice eliminates the rights of parents/guardians to select the provider that best meets the needs of their child(ren). SES personnel at the school and complex level have the

responsibility and right to verify application forms if they are concerned that application forms might have been pre-selected for parents/guardians, or if they have any other concerns regarding the application forms.

- d. Inappropriately recruiting students (e.g., offering incentives for enrollment of students, pre-selecting application forms with a provider chosen for parents/guardians or attempting to enroll students not eligible for SES) to enroll with a SES provider is prohibited.

Faculty and staff members who are employed by the HDOE and hold employment with an SES provider cannot use their position within the HDOE to influence parents/guardians to enroll for services with a specific SES provider.

Parents/guardians are encouraged to enroll their child(ren) with the provider who will best meet the needs of their child(ren).

9. Agreement of Services – See Attachment E (required form)

- a. Provider or parent/guardian may contact each other to set up a meeting to develop and sign the required AOS. **With the consent of a parent, the school may disclose information about the student’s academic record in order to assist the provider in determining the student’s strengths and weakness** – see 34 C.F.R. §99.30. See Attachment B-3

The parent/guardian will show the provider an authorization letter authorizing services with the particular provider (refer to B.6). The parent/guardian will sign an AOS. If possible, the school designee will also participate in the meeting. The provider will forward the completed AOS to the school for signature if the school designee does not attend the meeting. The provider ensures the AOS is legible and completely and correctly filled out.

- b. Receive a copy of the signed, forwarded AOS from the school within three (3) working days, if the school designee did not attend the AOS meeting.
- c. Services may **not** begin until the AOS is completed and signed by all parties. The student signature is optional. If services are provided and AOS is not signed by all required parties and/or it is incorrectly filled out (i.e., stated service start date is before school designee signature) and services have occurred, the HDOE is not responsible for payment of services during the unauthorized time period.
- d. Receive list of students authorized for services from the complex area.
- e. Approved provider may contact the parent/guardian only if consent was granted through completion of Form HAR 64 – Consent to Release Information. See Attachment B-2
- f. The HDOE approved AOS form must be used without alteration.
- g. AOS Goals/Objectives are written based on the student’s achievement of HCPS III (<http://standardstoolkit.k12.hi.us/index.html>) grade level content benchmarks for **Grades 3-10 or Common Core Standards (www.corestandards.org) for Grades K-2, 11 and 12.**
- **Must be clear, meaningful, and attainable.**
 - **Must be measurable based upon an assessment.**

- **SAMPLE:** *(Name of Student) will increase ____% above the established baseline on the pre-assessment in (reading, math or science) as measured by the (name of assessment) administered at the end of SES services.*
 - **Must be based upon input from provider, school and parent/guardian. Parent(s)/guardian(s) are not responsible for creating the measurable objective; it should be a collaborative effort by all parties.**
- h. SES providers will be requested to contact a parent/guardian within 15 days of the authorization date. In the case where the SES provider is unable to contact a parent/guardian, the provider should contact the school SES contact person for assistance.
- i. If the SES Provider is unable to meet with a parent/guardian due to circumstances that prevent them from conducting a face-to-face meeting (e.g., work schedule), the provider and the school may make arrangements for a phone consultation with the parent/guardian.
- The following people shall be involved to discuss the terms of the agreement: the school principal or SES designee, SES provider, and parent/guardian.
 - The school principal or SES designee and SES provider meet to call a parent/guardian or a three-way conference call may be made to discuss the type of services.
 - The SES provider shall indicate in writing the following information on the AOS: “per phone consultation,” date and time of consultation, and the names of people involved on the parent/guardian signature and date line.
 - At the end of the phone consultation, the SES provider and the school principal or the SES designee sign the AOS.
 - The school shall provide a copy of the AOS to the parent/guardian, the provider, and the complex area personnel within three (3) working days.
10. Provision of High Quality Services
- a. Provide high quality SES to the satisfaction of students, parents/guardians, and schools, within the SES County per pupil funding limit.
 - b. Assure that SES aligns with the school curriculum, classroom instruction, the Hawaii Content and Performance Standards or **Common Core Standards**/grade level content area benchmarks.
 - c. Homework assistance may be utilized only as one component of the tutorial session. Tutorial sessions must address the standards and benchmarks identified in the individualized AOS.
11. Attendance
- a. Maintain a record for each school with student names, dates and hours or minutes attended, and student initials for each date of attendance. For computer-based providers, computer log-on data may be used in place of student initials to verify attendance. Provider is accountable for the accuracy of attendance records and certifies attendance data is accurate and true when submitting for payment.
 - b. Submit monthly attendance logs along with monthly invoices to the appropriate complex area. The monthly attendance log may be:
 - A monthly compilation of the record described in Section D11a & B10c without student initials. State on the log that verification of attendance with student initials is kept on file by the provider; or
 - A monthly compilation of the record, with computer log-on data in place of student initials.

- c. Be directly notified by parent/guardian at least four hours before a scheduled session if a student is unable to attend a session.

12. Reports to School and Parent/Guardian

Copies of progress reports to schools and parents/guardians must be kept on file by provider and be readily available when requested for review by HIDOE. It is the decision of the provider as to how the progress reports and summary reports will be housed and filed. Schools may request the format (hard copies and/or electronic copies) in which the progress reports are provided.

Progress reports contain confidential information and need to be treated as such. When progress reports are delivered to schools and parents/guardians, providers need to take necessary steps to maintain confidentiality (e.g., if emailed (1) the progress report should be password protected and (2) the password should be sent in a separate email).

- a. Provide school and parent/guardian/student with periodic (minimally monthly) progress reports, as specified in the AOS and contract.
- b. Provide school and parent/guardian/student with a summary report at the completion of services to include:
 - Final test (post-test) results
 - List of curriculum and materials used
 - List of instructional strategies used
 - Recommendations for effective curriculum and strategies to be continued

13. Invoices – See Attachment H

- a. Maintain accurate records of hours of services provided and charges per student. Ensure that total billings submitted for an individual student in a school year do not exceed the SES County per pupil funding limit.
- b. Submit original monthly invoice (and one copy) per school, along with original attendance log (and one copy) to the complex area. Also, send a copy of the attendance log to the school. All invoices must be received within 30 days from the month when services were provided. The complex area must be notified by the provider if invoicing is going to be over 30 days. Failure to provide invoices on a monthly basis may cause payments to be delayed. **School year 2011-2012 invoices must be received by the complex area by 4:00 p.m. on June 20, 2012.**
- c. Submit invoice and accept payment only for sessions attended by the student, as evidenced by an attendance log. Acceptance of any payment for sessions not attended by a student need to be reimbursed and appropriate disciplinary action will be taken.

SES providers are required to use the State standardized invoice to submit to complex areas for payment (Attachment H – Invoice for Supplemental Educational Services – Hawaii)

Invoices submitted must be accurate. Inaccurate invoices will be returned to provider. The 30-day timeline will begin when a corrected invoice is re-submitted to the Complex Area.

Providers may not invoice for the AOS meeting, and pre- and post-test given to students enrolled with their program. Invoices must only include charges for allowable services rendered. Students cannot exceed their per pupil funding limit.

14. Fiscal Procedures for Community School for Adults (CSA) as a Service Provider
Follow the operational and fiscal procedures that apply to all service providers. The required procedures include keeping accurate records of the hours of services actually provided and the charges per student, submitting a monthly invoice and attendance log to the complex area for each Title I school, and ensuring that individual student charges do not exceed the SES County per pupil funding limit.
15. Student Health and Safety
Written notification of the Student Health and Safety Plan must be provided to the parent/guardian, school and complex area. This plan must include, but is not limited to the following:
- a. student arrival and departure procedures;
 - b. tutor absence procedures;
 - c. tutor tardy procedures;
 - d. plans and protocol for evacuation from location;
 - e. contact information (phone numbers for tutor to call in case of emergency/incident);
 - f. address custodial issues;**
 - g. address physical and verbal confrontations and assaults (student to student, student to tutor, tutor to student, parent/guardian to student, parent/guardian to tutor); and**
 - h. inappropriate behavior (student to student, student to tutor, tutor to student, parent/guardian to student, parent/guardian to tutor).**

Parent/guardian must notify provider if student has any food allergies and other information that is pertinent to the health and safety of the child(ren). If tutoring will be taking place at the home of the student, a parent/guardian must be present **and in close proximity** for the safety of the tutor and student.

- Notify the school principal or designee of any incident that compromises the health or safety (physical or emotional) of a student being served within 20 hours of its occurrence. A written report shall be submitted to the principal within 72 hours of its occurrence, including an analysis of the incident and the actions taken to address the incident.

16. Termination of Services
- a. If contacted by parent/guardian of intention to terminate services, notify school by the next business day and inform school of the last date that services were provided.
 - b. Be directly notified by a parent/guardian at least four hours before a scheduled session if a student is unable to attend. After two absences without a four-hour advance notification, services under the existing AOS are to be terminated. Notify parent/guardian and school by the next business day after a second un-notified absence that services under the existing AOS are terminated.
 - c. Inform school and complex area of the last date that services were provided and provide the complex area with the remaining balance of funds still available for tutoring under the County per student funding limit within 5 working days from the last date services were provided.

- d. A student with a premature termination of services for any reason is eligible to apply for services again in the same school year, subject to the remaining balance of the SES County per pupil funding limit. However, the student is placed at the bottom of the students with unfulfilled requests for services in complex area priority rankings 1 to 5. This placement at the bottom is made at the date and time of the student's new application for services. If student is authorized for services again, parent/guardian will contact the assigned provider to develop a new AOS.
 - e. If provider is unable to supply services to students who have been authorized to receive services, it is the responsibility of the provider to notify the parents/guardians (in a timely manner and in a format that is easily understandable) verbally and in writing with a statement that they will not be able to serve their child. The communication must be documented by the provider.
17. Evaluation of Service Providers
- a. Be aware of the evaluation criteria, which are subject to review and revision by the HIDOE.
 - b. Participate in and be subject to the evaluation of the quality, performance, effectiveness, and accountability of the services provided. Provide information as requested by the HIDOE or contracted evaluator.
 - c. Evaluation results will be used to help determine whether any provider has failed to meet requirements, including failure to increase student proficiency relative to HIDOE standards, and needs to be withdrawn from the List of HIDOE-Approved Supplemental Educational Services Providers.
 - d. Monitor compliance with applicable health, safety, civil rights, and fiscal requirements. Non-compliance of these requirements may result in withdrawal from the List of HIDOE-Approved Supplemental Educational Services Providers.
18. Failure to adhere to requirements
Providers who fail to adhere to the requirements stated in this document (i.e., not contacting complex area within 15 working days of authorization date if provider is unable to provide services to an authorized student, not conducting formative assessments and providing periodic progress reports to schools and parents/guardians, and submitting summary reports to schools and parents/guardians) may be withdrawn from the List of HIDOE Approved Supplemental Educational Services Providers.
19. **Maintain and keep all SES program and fiscal documents for seven years. For example:**
- **Student achievement data**
 - **Attendance records**
 - **Invoices**

E. Parents/Guardians

1. SES Information
Review SES and provider information provided by schools and seek clarification as needed. Attend parent/guardian informational meeting(s) if offered by complex area, complex, or school.
2. Application for Services
Complete application (including provider preferences) and submit to the school as soon as possible. Applications will be accepted throughout the year, but authorization for services is subject to provider capacity (i.e., space available) and sufficient time to complete a term of services. Parents/guardians should complete the accompanying Forms HAR 64 – Consent for Release of Information, as completing this will help facilitate services beginning in a more efficient manner.
3. Authorization for Services
Upon receipt of an authorization letter from the school, contact the assigned provider to schedule the AOS meeting.
4. Agreement of Services
Meet with provider, child, and school designee (if available) to develop and sign the required AOS.

The parent/guardian will show the approved provider an authorization letter authorizing services. If possible, the school designee will also participate in the meeting. If school designee does not attend the meeting, the provider will forward the completed Agreement to the school for signature.

SES providers will be requested to contact a parent/guardian within 15 days of the authorization date. In the case where the SES provider is unable to contact a parent/guardian, the provider should contact the school SES contact person for assistance.

If the SES Provider is unable to meet with a parent/guardian due to circumstances that prevent them from conducting a face-to-face meeting (e.g., work schedule), the provider and school may make arrangements for a phone consultation with the parent/guardian.

- The following people shall be involved to discuss the terms of the agreement: the school principal or SES designee, SES provider, and parent/guardian.
- The school principal or SES designee and SES provider meet to call a parent/guardian or a three-way conference call may be made to discuss the type of services.
- The SES provider shall indicate in writing the following information on the AOS: “per phone consultation,” date and time of consultation and the names of people involved on the parent/guardian signature and date line.
- At the end of the phone consultation, the SES provider and school principal or SES designee sign the AOS.
- The school shall provide a signed copy of the AOS to the parent/guardian, provider and complex area personnel within three (3) working days.

Services may not begin until all parties have signed the Agreement of Services.

5. Parent/Guardian Support of Child Learning
Support child's learning by: making sure the child attends every scheduled session and is committed to learning; showing interest in what child is learning; helping child when asked; reading progress and summary reports from the service provider; and contacting the provider with any questions or concerns.
6. Transportation to Off-Campus Site
Assume responsibility to transport child to any off-campus site where services will be provided.
7. Attendance
Notify provider directly (at least four hours before a scheduled session) if child is unable to attend.
8. Termination of Services
After two absences without a four-hour advance notification, services under the existing AOS are terminated. If a child applies for services again, the child shall be placed at the bottom of the list of complex area priority rankings 1 to 5 of students with unfulfilled requests. This placement at the bottom is made at the date and time of the child's new application for services. If the child is authorized for services again, the parent/guardian shall contact the assigned provider to develop and sign a new AOS, subject to the remaining balance of the SES County per pupil funding limit.
9. Satisfaction Survey
Complete and mail the parent/guardian satisfaction survey in the self-addressed stamped envelope or return the survey to the school.
10. Provider Notification of Student Concerns
Parent/guardian must notify provider if student has any food allergies and other information that is pertinent to the health and safety of the child(ren). If tutoring will be taking place at the home of the student, then a parent/guardian must be present for the safety of the tutor and student.

F. Students

1. Agreement of Services
 - a. Assist in AOS planning, if age appropriate.
 - b. Sign AOS, if age appropriate. Student signature is optional.

2. Commitment to Learning
 - a. Attend all scheduled sessions.
 - b. Work responsibly to learn and improve proficiency on State standards.

3. Satisfaction Survey

If requested, complete and return a student satisfaction survey to the school to evaluate the effectiveness of services by the provider.

IV. Attachments

School Letterhead

Date _____

Dear Parents/Guardians of _____:

Our school will be providing additional support to our students by offering **FREE Tutoring** (Supplemental Educational Services) under the No Child Left Behind Act.

Questions you might have are:

- **What is Supplemental Educational Services (SES) tutoring?**
 - It is Free Tutoring in reading or math or science for students in schools identified as School Improvement Year 2, Corrective Action, Planning for Restructuring, or Restructuring. Our school is one of these schools.
 - Tutoring will be provided outside of regular school hours (e.g., after school, before school, school vacation, or weekend).
 - There is a set amount of funds allowed for tutoring each student.

- **Who may receive FREE Tutoring?**
 - All students at our school who get free or reduced-price meals **may** receive tutoring. Report card grades in reading and math are used to select students.
 - Since funds and tutors are limited, not all students will receive tutoring. Students with the greatest need will be chosen first.

- **Who may tutor my child?**
 - A list of tutors is on the next page.

- **How do I get FREE Tutoring for my child?**
 - Fill out the attached application form.
 - Choose your first, second, and third choices of tutors.
 - Return the application form to our school office by On-going_____.
 - You may apply for **FREE Tutoring** at any time during the school year **up to April 2, 2012**.

If you have any questions, please call _____ at _____.

Sincerely,

Principal/Vice principal

****Please Return To:** _____ **School**

No Child Left Behind
FREE TUTORING
 (Supplemental Educational Services – SES)
 Application Form 2011-12

For School Use Only	
Date rec'd:	
Time rec'd:	
School Code:	
Hm Rm Tchr:	
ID#:	
PR:	
Verified By:	

1. I am applying for FREE Tutoring for my child listed below: (Please print child's legal name)

Last Name	First Name	Grade

2. Mark AT LEAST your 1st, 2nd, and 3rd choice of provider (please number your choices): USE WITH PARENT MATRIX
 Example: 1 – Mathnasium Learning Center; 2 – It's All About Kids, LLC; 3 – The Learning Hale Instructional Center, Inc.
 Providers will be assigned on basis of student need and number of spaces available

Complex Area Providers					
Choice	Provider Name	Content Area(s) Reading, Math or Science	Choice	Provider Name	Content Area(s) Reading, Math or Science
	100 Scholars	Rdg or Math		It's All About Kids, LLC	Rdg or Math or Sci
	A Tree of Knowledge Educational Services, Inc.	Rdg or Math		Kumon North America, Inc.	Rdg or Math
	ACE Tutoring Services, Inc.	Rdg or Math or Sci		Mathnasium Learning Center	Math
	ATS Project Success	Rdg or Math		Orchid Isle Tutoring	Rdg or Math or Sci
	Club Z! In-Home Tutoring Services, Inc.	Rdg or Math		Ractives, LLC	Math
	Community School for Adults - Kona	Rdg or Math		The Learning Center of Maui	Rdg or Math or Sci
	Education Therapy	Rdg or Math or Sci		The Learning Hale Instructional Center, Inc.	Rdg or Math or Sci
	Harvest Learning Group, LLC	Rdg or Math		The Reading Clinic, Inc.	Rdg or Math
	Imagine Learning, Inc.	Reading		UH Manoa Online Academy	Math
	Innovadia, LLC	Rdg or Math or Sci			

3. Mark the subject area you would like your child to receive tutoring in (select ONLY 1):

- Reading Math Science

4. Parent Contact Information: (Please print using legal name)

Parent/Guardian Name: _____ Date: _____
 Mailing Address: _____ City _____ Zip _____
 Contact Number(s): Home: _____ Work: _____ Cell: _____

In order to share your contact or academic information with the tutoring service that you have selected, you must complete the attached HAR 64 Consent for Release of Information form(s) and return it with your SES Free Tutoring application form.

If you do not wish to share your contact information with the tutoring service you have selected, the school will provide you with an authorization letter that includes the name of the assigned provider and their contact information. Please use your authorization letter to contact your assigned provider to begin services.

Hawaii Department of Education 2011-12 SES application revised (Form HAR 64_Jan10 – Form revised 7-2011)

FOR COMPLEX AREA USE ONLY

Date Received	Priority Rank	Provider	Authorization Date	Note(s)



STATE OF HAWAII
DEPARTMENT OF EDUCATION

CONSENT FOR RELEASE
OF INFORMATION

Student's Name: _____ Date of Birth: _____
Last Name First Name Middle Initial

Grant permission to the Hawaii Department of Education, (Name of Complex Area)
Name of DOE School or Office
(Insert address of complex area) (Insert city) Hi (Insert zip code)
Address City State Zip Code
Complex Area SES contact (Insert phone number) (Insert fax number)
Department of Education Contact Phone Number Fax Number

TO: RELEASE RECEIVE (Check one)

the following document(s)/information, on the above named student, except that which is legally not subject to disclosure by law, and is covered under the Hawaii Revised Statutes, §325-101 Infections and Communicable Diseases (HIV Infection, ARC, and AIDS); §329-68 Uniform Controlled Substances Act (Protection of records; divulging confidential information prohibited) and §329-B6 Substance Abuse Testing (Test Results) to or from the agency or person listed below:

Parent/Guardian selected SES provider as authorized by Complex Area
Name of Agency or Person Phone Number

Address City State Zip Code

Specify document(s) / information authorized for release or receipt:
 Only parent/guardian contact information will be released to the SES provider I have selected.

For the purpose of:
 Facilitating the start of my child's SES/Free Tutoring sessions.

This personal document(s)/information will be transmitted to the agency or person named above only on the condition that it not be shared with another agency or other person(s) without the written consent of the parent(s), or legal guardians(s), or eligible student (an "eligible student" means a student who has reached 18 years of age or is attending a postsecondary institution at any age).

 Parent/Legal Guardian or Eligible Student Signature Date

 PRINTED Name of Parent/Legal Guardian or Eligible Student Phone Number

Address City State Zip Code



STATE OF HAWAII
DEPARTMENT OF EDUCATION

CONSENT FOR RELEASE
OF INFORMATION

Student's Name: _____ Date of Birth: _____
Last Name First Name Middle Initial

Grant permission to the Hawaii Department of Education, (Name of School) _____
Name of DOE School or Office

(Insert address of school) (Insert city) HI (Insert zip code)
Address City State Zip Code

Principal/Designee/SES Contact (Insert phone number) (Insert fax number)
Department of Education Contact Phone Number Fax Number

TO: RELEASE RECEIVE (Check one)

the following document(s)/information, on the above named student, except that which is legally not subject to disclosure by law, and is covered under the Hawaii Revised Statutes, §325-101 Infections and Communicable Diseases (HIV Infection, ARC, and AIDS); §329-68 Uniform Controlled Substances Act (Protection of records; divulging confidential information prohibited) and §329-B6 Substance Abuse Testing (Test Results) to or from the agency or person listed below:

Parent/Guardian selected SES provider as authorized by Complex Area

Name of Agency or Person Phone Number

Address City State Zip Code

Specify document(s) / information authorized for release or receipt:

My child's current HSA results and/or report card grades in the content area I selected for tutoring

For the purpose of:

Facilitating the start of my child's SES/Free Tutoring sessions.

This personal document(s)/information will be transmitted to the agency or person named above only on the condition that it not be shared with another agency or other person(s) without the written consent of the parent(s), or legal guardians(s), or eligible student (an "eligible student" means a student who has reached 18 years of age or is attending a postsecondary institution at any age).

Parent/Legal Guardian or Eligible Student Signature Date

PRINTED Name of Parent/Legal Guardian or Eligible Student Phone Number

Address City State Zip Code

Parent/Guardian Matrix for FREE Tutoring (SES) School Year 2011-2012

Name of Provider Contact Information	Description	Tutoring Information	Tutor Qualifications/Services
<p>100 Scholars Contact person: Michael Flowers</p> <p>Phone number: 866-355-7221</p> <p>Fax number: 888-468-0002</p> <p>Email address(es): Ses.hi@100scholars.com mflowers@100scholars.com</p> <p>Website: www.100scholars.com</p>	<p>100 Scholars will provide services for students in grades K-12 in Reading/Language Arts and for students in grades 1-12 in Math. We offer in-person tutoring for individual instruction (ratio of 1 tutor to 1 student), small-group instruction (ratio of 1 tutor to 3 students), medium group instruction (1 tutor to 4-6 students), and large-group instruction (1 tutor to 7 or more students). Tutoring is available before school, after school, on weekends, and during intercession breaks. We provide supervised tutoring in the student's home, at the student's school, or, when the school is not an option, at a nearby public location such as a public library. Our tutoring sessions last between 1 and 3 hours, depending on the age and individual needs of the student. Students receive tutoring at least twice a week, for a total of 20 instructional hours throughout the course.</p> <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county: Honolulu county = 20 hours Hawaii county = 20 hours Maui county = 20 hours Kauai county = 20 hours</p>	<p><u>Subjects and Grades Student will be Tutored</u> ✓ Reading/ language arts Grades able to serve: K-12 ✓ Math Grades able to serve: 1-12</p> <p><u>Size of Tutoring Group</u> ✓ 1:1 tutor-to-student ratio ✓ 1:2; 1:3 tutor-to-student ratio ✓ 1:4; 1:5; 1:6 tutor-to-student ratio ✓ 1:7 tutor-to-student ratio or greater</p> <p><u>Where will tutoring take place?</u> School (depending on capacity and approval), student's home, community center, public library</p>	<p><u>Tutor Qualifications</u> ✓ Tutors are licensed teachers or have a bachelor's degree or higher. ✓ Tutors have less than a four year degree, but more than an associate of arts degree or its equivalent.</p> <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing?</u> ✓ Migrant ✓ Homeless</p>
<p>A Tree of Knowledge Educational Services, Inc. Contact person: Brandon Edwards</p> <p>Phone number: 866-698-6537 (toll free)</p> <p>Fax number: 818-361-3200</p> <p>Email address: bedwards@tree-of-knowledge.net</p> <p>Website: www.tree-of-knowledge.com</p>	<p>A Tree of Knowledge Educational Services, Inc. (ATOK) provides tutoring for K-12 students in mathematics, reading, and English language arts. Our desire is to groom the character and learning abilities of our students in order to help them meet and conquer the challenges of their educational career. We work with basic needs, special needs, and English Language learners through high quality instruction, 1 on 1 and small group settings, and motivational support. We schedule sessions on school campuses, at Boys and Girls Clubs, in your home, or at a local library.</p> <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county: Honolulu county = 13-21 hours Hawaii county = 11-18 hours Maui county = 8-13 hours Kauai county = 10-16 hours</p>	<p><u>Subjects and Grades Student will be Tutored</u> ✓ Reading/ language arts Grades able to serve: K-12 ✓ Math Grades able to serve: K-12</p> <p><u>Size of Tutoring Group</u> ✓ 1:1 tutor-to-student ratio ✓ 1:2; 1:3 tutor-to-student ratio ✓ 1:4; 1:5; 1:6 tutor-to-student ratio</p> <p><u>Where will tutoring take place?</u> On campus, Boys and Girls Club (Oahu only), library, student's home</p>	<p><u>Tutor Qualifications</u> ✓ Tutors are licensed teachers or have a bachelor's degree or higher. ✓ Tutors have less than a four year degree, but more than an associate of arts degree or its equivalent.</p> <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing Students?</u> ✓ ELL ✓ Migrant ✓ Homeless ✓ Special Education</p>

Parent/Guardian Matrix for FREE Tutoring (SES) School Year 2011-2012

Name of Provider Contact Information	Description	Tutoring Information	Tutor Qualifications/Services
<p>ACE Tutoring Services, Inc. Contact person: Jeff Wang</p> <p>Phone number: 1-800-688-1103</p> <p>Fax number: 951-686-8097</p> <p>Email address: director@acetutoringofusa.com</p> <p>Website: www.acetutoringofusa.com</p>	<p>ACE Tutoring Services, Inc. provides individualized 1-on-1 or small-group (1-on-2 or 1-on-3) tutoring in English language arts, math or science. Tutoring sessions take place at the student's home, library or community center. Students choose their own convenient tutoring schedule; each tutoring session is between 1 to 2 hours, decided by the parents. Tutoring sessions are available 7 days a week. Students can learn at his/her own pace and receive instructions that focus on his/her specific weaknesses in English language arts, math, or science. All of our tutors have at least a bachelor's degree, and many have Hawaii teaching certifications and/or advanced degrees. Bilingual tutors are also available. ACE Tutoring Services, Inc. has been providing tutoring services to students in K-12th grade since 1997.</p> <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county: Honolulu county = 16 hours</p>	<p><u>Subjects and Grades Student will be Tutored</u></p> <ul style="list-style-type: none"> ✓ Reading/ language arts Grades able to serve: K-12 ✓ Math Grades able to serve: K-12 ✓ Science Grades able to serve: 2-8 <p><u>Size of Tutoring Group</u></p> <ul style="list-style-type: none"> ✓ 1:1 tutor-to-student ratio ✓ 1:2; 1:3 tutor-to-student ratio <p><u>Where will tutoring take place?</u> Off campus at student's home, local library or community center.</p>	<p><u>Tutor Qualifications</u></p> <ul style="list-style-type: none"> ✓ Tutors are licensed teachers or have a bachelor's degree or higher. <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing Students?</u></p> <ul style="list-style-type: none"> ✓ ELL ✓ Migrant ✓ Homeless ✓ Special Education ✓ Hard of Hearing
<p>ATS Project Success Contact person: Renee Weaver Wright</p> <p>Phone number: 800-297-2119</p> <p>Fax number: 586-465-9481</p> <p>Email address: info@atsprojectsuccessworks.com</p> <p>Website: www.atsprojectsuccessworks.com</p>	<p>ATS Project Success offers grades K-8 tutorial services in reading and mathematics. We offer services online with technology provided (if needed). Students work from the comfort and safety of their home, and families choose a schedule that meets their needs. Students are requested to work a minimum of 2 hours each week.</p> <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county: Honolulu county = 20 hours</p>	<p><u>Subjects and Grades Student will be Tutored</u></p> <ul style="list-style-type: none"> ✓ Reading/ language arts Grades able to serve: K-8 ✓ Math Grades able to serve: K-8 <p><u>Size of Tutoring Group</u></p> <ul style="list-style-type: none"> ✓ 1:1 tutor-to-student ratio <p><u>Where will tutoring take place?</u> In student's home, online.</p>	<p><u>Tutor Qualifications</u></p> <ul style="list-style-type: none"> ✓ Tutors are licensed teachers or have a bachelor's degree or higher. ✓ Tutors have less than a four year degree, but more than an associate of arts degree or its equivalent. ✓ Tutors have less than an associate of arts degree, but more than a high school diploma or its equivalent. <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing Students?</u></p> <ul style="list-style-type: none"> ✓ ELL ✓ Migrant ✓ Special Education

Parent/Guardian Matrix for FREE Tutoring (SES) School Year 2011-2012

Name of Provider Contact Information	Description	Tutoring Information	Tutor Qualifications/Services
<p>Club Z! In-Home Tutoring Services, Inc. Contact person: Cari E. Diaz Manager, SES Division</p> <p>Phone number: 888.434.2582</p> <p>Fax number: 813.549.0185 (FAX)</p> <p>Email address: ses@clubztutoring.com</p> <p>Website: www.clubztutoring.com</p>	<p>Club Z! delivers the individualized instruction students need to meet their educational goals. Club Z! offers both one-on-one or small group tutoring sessions instructed by highly qualified certified teachers or degreed professionals. Club Z! provides services for both reading and mathematics and specializes in working with economically disadvantaged students, students with disabilities, and English language learners. Club Z! tutoring sessions can be held at the local school, library, or other public location and consist of 1-3 sessions per week, with an average session length of 1-3 hours.</p> <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county: Honolulu county = 15-21 hours Hawaii county = 12-17 hours Maui county = 9-12 hours Kauai county = 11-16 hours</p>	<p><u>Subjects and Grades Student will be Tutored</u></p> <ul style="list-style-type: none"> ✓ Reading/ language arts Grades able to serve: K-12 ✓ Math Grades able to serve: K-12 <p><u>Size of Tutoring Group</u></p> <ul style="list-style-type: none"> ✓ 1:1 tutor-to-student ratio ✓ 1:2; 1:3 tutor-to-student ratio ✓ 1:4; 1:5; 1:6 tutor-to-student ratio <p><u>Where will tutoring take place?</u> Student's home; school site (student's campus), public locations quiet and conducive to learning (libraries, community centers, places of religious worship, etc.).</p>	<p><u>Tutor Qualifications</u></p> <ul style="list-style-type: none"> ✓ Tutors are licensed teachers or have a bachelor's degree or higher. ✓ Tutors have less than a four year degree, but more than an associate of arts degree or its equivalent. ✓ Tutors have less than an associate of arts degree, but more than a high school diploma or its equivalent. <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing Students?</u></p> <ul style="list-style-type: none"> ✓ ELL ✓ Migrant ✓ Homeless ✓ Special Education ✓ Blind ✓ Deaf ✓ Hard of Hearing
<p>Community School for Adults - Kona Contact person: Michael Ricketti</p> <p>Phone number: (808) 990-3989</p> <p>Fax number: (808) 327-4693</p> <p>Email address: michael.ricketti@gmail.com</p> <p>Website: http://konacsa.k12.hi.us</p>	<p>Please contact Michael Ricketti of the Community School for Adults - Kona to find specific services offered.</p>	<p><u>Subjects and Grades Student will be Tutored</u></p> <ul style="list-style-type: none"> ✓ Reading/ language arts Grades able to serve: 6-12 ✓ Math Grades able to serve: 6-12 <p><u>Size of Tutoring Group</u></p> <ul style="list-style-type: none"> ✓ 1:2; 1:3 tutor-to-student ratio ✓ 1:4; 1:5; 1:6 tutor-to-student ratio ✓ 1:7 tutor-to-student ratio or greater <p><u>Where will tutoring take place?</u> Student's home school</p>	<p><u>Tutor Qualifications</u></p> <ul style="list-style-type: none"> ✓ Tutors are licensed teachers or have a bachelor's degree or higher. ✓ Tutors have less than a four year degree, but more than an associate of arts degree or its equivalent. <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing Students?</u></p> <ul style="list-style-type: none"> ✓ ELL ✓ Migrant ✓ Homeless ✓ Special Education

Parent/Guardian Matrix for FREE Tutoring (SES) School Year 2011-2012

Name of Provider Contact Information	Description	Tutoring Information	Tutor Qualifications/Services
<p>Education Therapy Contact person: Dr. William Battles</p> <p>Phone number: 808 893 0590</p> <p>Fax number: 808 893 0591</p> <p>Email address: williambattles@hotmail.com</p> <p>Website: www.educationtherapy.org</p>	<p>*ONE ON ONE & small group tutoring ONLY! * Your child will be with a trained, skilled professional - we are NOT a computer based program! *All services customized to meet your child's individual needs *Choose between tutoring at child's school OR off campus at our private air conditioned classroom offices *Tutoring services available MON-SAT including evenings & school breaks *Maui based provider with over 40 years experience *Able to accept Special Education, ADD & ADHD students *Pre and Post testing done to identify areas of need and to document progress</p> <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county: Maui county = 10 hours</p>	<p><u>Subjects and Grades Student will be Tutored</u> ✓ Reading/ language arts Grades able to serve: K-12 ✓ Math Grades able to serve: K-12 ✓ Science Grades able to serve: K-12</p> <p><u>Size of Tutoring Group</u> ✓ 1:1 tutor-to-student ratio ✓ 1:2; 1:3 tutor-to-student ratio</p> <p><u>Where will tutoring take place?</u> Private classroom offices in Kahului Industrial Area near Oceanic Cable Kahului Commerical Building 355 Hukilike Street #209 Kahului, Maui, Hawaii 96732</p>	<p><u>Tutor Qualifications</u> ✓ Tutors are licensed teachers or have a bachelor's degree or higher. ✓ Tutors have less than a four year degree, but more than an associate of arts degree or its equivalent. ✓ Tutors have less than an associate of arts degree, but more than a high school diploma or its equivalent.</p> <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing Students?</u> ✓ ELL ✓ Migrant ✓ Homeless ✓ Special Education ✓ Blind ✓ Deaf ✓ Hard of Hearing</p>
<p>Harvest Learning Group, LLC Contact person: Charles Gum</p> <p>Phone number: (888) 454-8876 x710</p> <p>Fax number: (888) 454-8876</p> <p>Email address: charles@HarvestLearningGroup.com</p> <p>Website: www.HarvestLearningGroup.com</p>	<p>Harvest Learning Group, an educational company that makes the world's available knowledge palatable and digestible for all. Our afterschool program connects students to the latest advances in cognitive science; by activating the child's natural learning mechanisms and a live-action environment we transform tough, complex learning situations into easily consumed helpings of knowledge.</p> <ul style="list-style-type: none"> • Sessions take place on the campus of the student's school • Students meet two times per week with each session lasting 1.5 hours after school. <p>Classes are small – large group using team-based learning practices. 1:1 tutoring is also possible.</p> <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county: Honolulu county = 27 hours</p>	<p><u>Subjects and Grades Student will be Tutored</u> ✓ Reading/ language arts Grades able to serve: K-6 ✓ Math Grades able to serve: K-6</p> <p><u>Size of Tutoring Group</u> ✓ 1:1 tutor-to-student ratio ✓ 1:2; 1:3 tutor-to-student ratio ✓ 1:4; 1:5; 1:6 tutor-to-student ratio ✓ 1:7 tutor-to-student ratio or greater</p> <p><u>Where will tutoring take place?</u> School (depending on capacity and approval), community center</p>	<p><u>Tutor Qualifications</u> ✓ Tutors are licensed teachers or have a bachelor's degree or higher. ✓ Tutors have less than a four year degree, but more than an associate of arts degree or its equivalent. ✓ Tutors have less than an associate of arts degree, but more than a high school diploma or its equivalent.</p> <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing?</u> ✓ ELL ✓ Migrant ✓ Homeless ✓ Hard of Hearing</p>

Parent/Guardian Matrix for FREE Tutoring (SES) School Year 2011-2012

Name of Provider Contact Information	Description	Tutoring Information	Tutor Qualifications/Services
<p>Imagine Learning, Inc. Contact person: Matt Cho</p> <p>Phone number: 808-351-5113</p> <p>Fax number: 808-441-0037</p> <p>Email address(es): scs@imaginelearning.com; matt.cho@imaginelearning.com</p> <p>Website: www.imaginelearningacademy.com</p>	<p>More and more parents throughout Hawaii are choosing Imagine Learning Academy to accelerate their child's success in school and in life.</p> <p>Imagine Learning Academy is ready to help your children read fluently and truly comprehend what they read so that they can succeed in the classroom. We also provide special services to students who are learning the English language.</p> <p>We combine two highly effective tutoring methods—certified tutors and interactive software—to produce great results. Our highly-qualified tutors give personal attention to each student. Our state-of-the-art software, full of stories, music, games, and songs, gets your child excited about learning. Progress reports and worksheets are also in your home language so that you can get involved too (where applicable).</p> <p>We invite you to team up with Imagine Learning Academy for your child's success!</p> <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county: Honolulu county = 14 hours Hawaii county = 14 hours Maui county = 14 hours Kauai county = 14 hours</p>	<p><u>Subjects and Grades Student will be Tutored</u> ✓ Reading/ language arts Grades able to serve: K-8</p> <p><u>Size of Tutoring Group (check all that apply)</u> ✓ 1:1 tutor-to-student ratio ✓ 1:2; 1:3 tutor-to-student ratio ✓ 1:4; 1:5; 1:6 tutor-to-student ratio ✓ 1:7 tutor-to-student ratio or greater</p> <p><u>Where will tutoring take place?</u> On campus</p>	<p><u>Tutor Qualifications</u> ✓ Tutors are licensed teachers or have a bachelor's degree or higher.</p> <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing Students?</u> ✓ ELL ✓ Migrant ✓ Homeless ✓ Special Education</p>

Parent/Guardian Matrix for FREE Tutoring (SES) School Year 2011-2012

Name of Provider Contact Information	Description	Tutoring Information	Tutor Qualifications/Services
<p>Innovadia, LLC Contact person: Amit Janweja</p> <p>Phone number: 866-99-CLASS</p> <p>Fax number: 888-661-2990</p> <p>Email address: MyEduChamp@gmail.com</p> <p>Website: www.MyEduChamp.com</p>	<p>Tutoring is done on the Online Platform with a tutor on 1:1 basis. Technology will be provided.</p> <p>The salient features of our tutoring program includes</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 1:1 Student / Tutor Ratio for K-12 Students <input checked="" type="checkbox"/> Comfort From Your Home <input checked="" type="checkbox"/> Several Years Experience in Education Industry <input checked="" type="checkbox"/> Bi-Weekly Progress Reports <input checked="" type="checkbox"/> Tutoring in Reading, English/Language Arts, Mathematics, Science <input checked="" type="checkbox"/> Individual Learning Plan <p>Classes are conducted 2 to 3 times a week with each class being of 60 to 90 minutes duration.</p> <p>Our virtual classroom has a whiteboard which has a set of teaching tools to teach students synchronously over the Internet. It is used to promote communication, collaboration and understanding among students.</p> <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county: Honolulu county = 15 hours Hawaii county = 15 hours Maui county = 15 hours Kauai county = 15 hours</p>	<p><u>Subjects and Grades Student will be Tutored</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Reading/ language arts Grades able to serve: K to 12 <input checked="" type="checkbox"/> Math Grades able to serve: K to 12 <input checked="" type="checkbox"/> Science Grades able to serve: K to 12 <p><u>Size of Tutoring Group</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 1:1 tutor-to-student ratio <p><u>Where will tutoring take place?</u> Online</p>	<p><u>Tutor Qualifications</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Tutors are licensed teachers or have a bachelor's degree or higher. <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing Students?</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> ELL <input checked="" type="checkbox"/> Migrant <input checked="" type="checkbox"/> Special Education <input checked="" type="checkbox"/> Deaf <input checked="" type="checkbox"/> Hard of Hearing
<p>It's All About Kids, LLC Contact person(s): Susan Seitman Liane Fukumoto</p> <p>Phone number(s): (808) 487-5437 (877) 880-5437 (toll free)</p> <p>Fax number: (808) 487-3150</p> <p>Email address(es): sseitman@iaak.net lfukumoto@iaak.net</p> <p>Website: www.iaak.net</p>	<p>IAAK offers a fun and engaging computer-based program designed to improve your child's academic achievements in math, language arts and science. Our program is correlated to Hawaii State and Common Core Standards and support the lessons taught in the classroom. After given a pre-assessment test, students receive a customized lesson plan to address the needs of each student. Students work on the computer and 1-on-1 with a tutor, and complete supplemental at-home assignments to optimize successful learning.</p> <ul style="list-style-type: none"> • Sessions are usually held afterschool on campus • Sessions are held 2 or more times a week for 1-1/2 hours each • Students are given unlimited access to their online lessons upon the completion of their in-class sessions <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county: Honolulu = 12 hours Hawaii = 11 hours Maui = 9 hours Kauai = 11 hours</p>	<p><u>Subjects and Grades Student will be Tutored</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Reading/ language arts Grades able to serve: K-12 <input checked="" type="checkbox"/> Math Grades able to serve: K-12 <input checked="" type="checkbox"/> Science Grades able to serve: K-12 <p><u>Size of Tutoring Group</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 1:1 tutor-to-student ratio <input checked="" type="checkbox"/> 1:2; 1:3 tutor-to-student ratio <input checked="" type="checkbox"/> 1:4; 1:5; 1:6 tutor-to-student ratio <input checked="" type="checkbox"/> 1:7 tutor-to-student ratio or greater <p><u>Where will tutoring take place?</u> Tutoring classes are offered on campus and in certain communities for convenience.</p>	<p><u>Tutor Qualifications</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Tutors are licensed teachers or have a bachelor's degree or higher. <input checked="" type="checkbox"/> Tutors have less than a four year degree, but more than an associate of arts degree or its equivalent. <input checked="" type="checkbox"/> Tutors have less than an associate of arts degree, but more than a high school diploma or its equivalent. <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing Students?</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> ELL <input checked="" type="checkbox"/> Migrant <input checked="" type="checkbox"/> Homeless <input checked="" type="checkbox"/> Special Education <input checked="" type="checkbox"/> Hard of Hearing

Parent/Guardian Matrix for FREE Tutoring (SES) School Year 2011-2012

Name of Provider Contact Information	Description	Tutoring Information	Tutor Qualifications/Services
<p>Kumon North America, Inc. Contact person(s): Michael Wong Phone Number 808-949-6284, ext. 222 Fax number: 808-949-7323 E-mail Address: mwong@kumon.com</p> <p>Nikki Manuel Phone Number: 808-949-6284, ext. 223 E-mail Address: nmanual@kumon.com</p> <p>Email address: educate@kumon.com</p> <p>Website: www.kumon.com</p>	<p>At Kumon, we help foster your child's natural ability so he or she can achieve more on his or her own. Our learning program uses a systematic individualized approach that helps students develop a solid command of math and reading skills.</p> <p>The Kumon curriculum advances logically and gradually so that your child can learn to problem solve on his or her own. Learning by doing instead of being taught how helps your child to become an independent learner. This paves the way for your child to excel and gain self-motivation to succeed in school and in life.</p> <p>Students attend once or twice a week and complete daily assignments at home. Parent support is critical to your child's success. These free Kumon classes are held at select Kumon Centers and select schools. Please check with your school,</p> <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county: Honolulu County = 26 hours Hawaii County = 22 hours Maui County = 20 hours Kauai County = 16 hours</p>	<p><u>Subjects and Grades Student will be Tutored</u> ✓ Reading/ language arts Grades able to serve: K-12 ✓ Math Grades able to serve: K-12</p> <p><u>Size of Tutoring Group</u> ✓ 1:1 tutor-to-student ratio ✓ 1:2; 1:3 tutor-to-student ratio ✓ 1:4; 1:5; 1:6 tutor-to-student ratio ✓ 1:7 tutor-to-student ratio or greater</p> <p><u>Where will tutoring take place?</u> Participating Kumon Centers and select schools. Island of Hawaii-Kumon Centers are located in Hilo, Kona, and Kealahou, all eligible students island wide may receive services at these centers.</p>	<p><u>Tutor Qualifications</u> ✓ Tutors are licensed teachers or have a bachelor's degree or higher. ✓ Tutors have less than a four year degree, but more than an associate of arts degree or its equivalent. ✓ Tutors have less than an associate of arts degree, but more than a high school diploma or its' equivalent.</p> <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing Students?</u> ✓ ELL ✓ Migrant ✓ Homeless ✓ Special Education</p>
<p>Mathnasium Learning Center Contact person(s): Forrest Lum, Gerilyn Hirata, Melissa Kosinski, Jeff Chung</p> <p>Phone number: 808 949 8545</p> <p>Fax number: 808 538 6936</p> <p>Email address(es): mathnasiumm@clearwire.net mathnasiumw@clearwire.net lumf001@hawaii.rr.com</p> <p>Website: www.mathnasium.com</p>	<p>We are a math tutoring center which makes math makes sense to kids by filling in the gaps of understanding, developing a confident student who not only can do the computations but understands the content in a way that they can utilize in future math are objectives which Mathnasium students have learned. Each student is assessed not only for what they know but also their depth of understanding. A curriculum is tailored to fill these gaps and to strengthen their mental problem solving math skills. Curriculum is also aligned to comply with specific state standards including HCPS III and Common Core. Students come to our centers and school sites up to three times per week for an hour or twice a week for an hour and a half of individualized tutoring. Monthly progress reports are explained to you and submitted to the school, the teachers, the student and parents.</p> <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county: Honolulu county = 30 hours</p>	<p><u>Subjects and Grades Student will be Tutored</u> ✓ Math Grades able to serve: 1-12</p> <p><u>Size of Tutoring Group</u> ✓ 1:1 tutor-to-student ratio ✓ 1:2; 1:3 tutor-to-student ratio ✓ 1:4; 1:5; 1:6 tutor-to-student ratio</p> <p><u>Where will tutoring take place?</u> Tutoring will take place at designated school sites or at one of our centers. Moiiliili Center 2525 S. King St. #302 Waipahu Center 94-235 Hanawai Circle Kaneohe Center 45-232 Puaae St</p>	<p><u>Tutor Qualifications</u> ✓ Tutors are licensed teachers or have a bachelor's degree or higher. ✓ Tutors have less than a four year degree, but more than an associate of arts degree or its equivalent. ✓ Tutors have less than an associate of arts degree, but more than a high school diploma or its equivalent.</p> <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing Students?</u> ✓ ELL ✓ Migrant ✓ Homeless ✓ Special Education ✓ Hard of Hearing</p>

Parent/Guardian Matrix for FREE Tutoring (SES) School Year 2011-2012

Name of Provider Contact Information	Description	Tutoring Information	Tutor Qualifications/Services
<p>Orchid Isle Tutoring Contact person: Linda Kay Murphy</p> <p>Phone number: 808-969-1106</p> <p>Fax number: 808-933-9709</p> <p>Email address: linda@orchidisletutoring.com</p> <p>Website: www.orchidisletutoring.com</p>	<p>Orchid Isle Tutoring is now in its 28th year of operation on the Big Island! We specialize in 1:1, 1:2, and 1:3 tutoring, individualizing our approach to cater to each student's strengths and needs. We provide instruction to kindergartens through high school seniors in reading /language arts, math, or science. Tutoring is usually held after school twice a week on the school campus, or, if parents prefer, at our Hilo learning center. Sessions are run by skilled, trained tutors who are provided materials and support through our island-based learning center. Families receive monthly written reports and local support.</p> <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county: Hawaii county = 13-14 hours</p>	<p><u>Subjects and Grades Student will be Tutored</u></p> <ul style="list-style-type: none"> ✓ Reading/ language arts <p>Grades able to serve: K-12</p> <ul style="list-style-type: none"> ✓ Math <p>Grades able to serve: K-12</p> <ul style="list-style-type: none"> ✓ Science <p>Grades able to serve: K-12</p> <p><u>Size of Tutoring Group</u></p> <ul style="list-style-type: none"> ✓ 1:1 tutor-to-student ratio ✓ 1:2; 1:3 tutor-to-student ratio <p><u>Where will tutoring take place?</u> On school campuses, libraries, community centers, or Orchid Isle Tutoring (366 Lehua St., Hilo, HI 96720)</p>	<p><u>Tutor Qualifications</u></p> <ul style="list-style-type: none"> ✓ Tutors are licensed teachers or have a bachelor's degree or higher. ✓ Tutors have less than a four year degree, but more than an associate of arts degree or its equivalent. <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing Students?</u></p> <ul style="list-style-type: none"> ✓ ELL ✓ Migrant ✓ Homeless ✓ Special Education ✓ Hard of Hearing
<p>Ractives, LLC Contact person: Caroline Kuo</p> <p>Phone number(s): 808 673 8300 808 395 4800</p> <p>Email address: caroline@ractives.com</p> <p>Website: www.ractives.com www.aplusmasteringmathskills.com</p>	<p>Ractives', A+ Mastering Math Skills Program, provides both tutoring and an on-line interactive math skills builder workbook. Benchmark skills will be selected and the tutors will teach and then students will master their skills using game like activities and simulators. Students learn how to meet learning challenges and goals. As they build self-mastery they increase in self-esteem. One student who used Ractives has gone from well-below to scoring in the 90 percentile on the HSA Test. Everything is auto-scored and detailed data is used to track student progress. Students learn faster if it is fun and at their own pace using Ractives.</p> <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county: Honolulu county = 16 hours</p>	<p><u>Subjects and Grades Student will be Tutored</u></p> <ul style="list-style-type: none"> ✓ Math <p>Grades able to serve: K-6</p> <p><u>Size of Tutoring Group</u></p> <ul style="list-style-type: none"> ✓ 1:1 tutor-to-student ratio ✓ 1:2; 1:3 tutor-to-student ratio ✓ 1:4; 1:5; 1:6 tutor-to-student ratio ✓ 1:7 tutor-to-student ratio or greater <p><u>Where will tutoring take place?</u> On Campus and on line</p>	<p><u>Tutor Qualifications</u></p> <ul style="list-style-type: none"> ✓ Tutors are licensed teachers or have a bachelor's degree or higher. <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing Students?</u></p> <ul style="list-style-type: none"> ✓ ELL ✓ Migrant ✓ Homeless ✓ Special Education ✓ Deaf ✓ Hard of Hearing

Parent/Guardian Matrix for FREE Tutoring (SES) School Year 2011-2012

Name of Provider Contact Information	Description	Tutoring Information	Tutor Qualifications/Services
<p>The Learning Center of Maui Contact person: Sandy Drake</p> <p>Phone number: 873-6217</p> <p>Fax number: 873-6237</p> <p>Email address: Thelearningcenterofmaui@yahoo.com</p> <p>Website: www.thelearningcenterofmaui.org</p>	<p>The Learning Center of Maui is locally owned and operated for 12 years. Our mission is to support the students, families, and classrooms of Maui. Under the careful guidance of certified teachers we strive to build basic skills of each student enrolled in our program.</p> <p>We design appropriate individualized lessons based upon a nationally recognized diagnostic assessment that pinpoints specific needs. Successful sessions are then provided to reach the agreed-upon goals of academic achievement.</p> <p>Lessons are taught 1 on 1 or 1 on 2 in Reading, Math, Writing, English, or Science. School homework support can also be worked into your child's program. All lessons are taught in our center. Students typically attend sessions for one hour, twice each week after school. We are dedicated to helping your child reach his/her full potential.</p> <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county: Maui County = 10 hours</p>	<p><u>Subjects and Grades Student will be Tutored</u></p> <ul style="list-style-type: none"> ✓ Reading/ language arts <p>Grades able to serve: K-12</p> <ul style="list-style-type: none"> ✓ Math <p>Grades able to serve: K-12</p> <ul style="list-style-type: none"> ✓ Science <p>Grades able to serve: K-12</p> <p><u>Size of Tutoring Group</u></p> <ul style="list-style-type: none"> ✓ 1:1 tutor-to-student ratio ✓ 1:2; 1:3 tutor-to-student ratio <p><u>Where will tutoring take place?</u> The Learning Center of Maui is located in the Kahului Building at 33 Lono Avenue, Suite 220, Kahului, HI 96732</p>	<p><u>Tutor Qualifications</u></p> <ul style="list-style-type: none"> ✓ Tutors are licensed teachers or have a bachelor's degree or higher. ✓ Tutors have less than a four year degree, but more than an associate of arts degree or its equivalent. <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing Students?</u></p> <ul style="list-style-type: none"> ✓ ELL ✓ Migrant ✓ Homeless ✓ Special Education
<p>The Learning Hale Instructional Center, Inc. Contact person(s): Paul Ware, Aron Schweitzer, Summer Buendia</p> <p>Phone number(s): (808) 947-9006 Toll free: 800-399-4669</p> <p>Fax number: (808) 947-9002</p> <p>Email address(es): paul@learninghale.com aron@learninghale.com summer@learninghale.com</p> <p>Website: http://www.learninghale.com</p>	<p>The Learning Hale is locally-based, assisting Hawaii's families for over 10 years. We prescribe a personalized lesson plan appropriate to your child's skill level. This promotes their strengths and improves upon their weaknesses. Your student benefits from a unique combination of personal attention and self-paced computer instruction in Reading, Mathematics, or Science.</p> <p>We are dedicated to meeting each student's individual needs. Tutoring is held on-campus (when available) or at another convenient location, 2-3 times per week for an hour each session. Tutors actively engage students by moving between 1-4 challenging and fun computer-based programs.</p> <p>Our activities are aligned to State and National Standards, and computer work is supplemented with one-on-one instruction as needed. Our goal is that with regular attendance, we can improve academic success, prepare students to do well on HSA testing, give them the ability to do their homework independently, and produce life-long learners.</p> <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county: Honolulu county = 12 hours</p>	<p><u>Subjects and Grades Student will be Tutored</u></p> <ul style="list-style-type: none"> ✓ Reading/ language arts <p>Grades able to serve: K-12</p> <ul style="list-style-type: none"> ✓ Math <p>Grades able to serve: K-12</p> <ul style="list-style-type: none"> ✓ Science <p>Grades able to serve: K-12</p> <p><u>Size of Tutoring Group</u></p> <ul style="list-style-type: none"> ✓ 1:1 tutor-to-student ratio ✓ 1:2; 1:3 tutor-to-student ratio ✓ 1:4; 1:5; 1:6 tutor-to-student ratio ✓ 1:7 tutor-to-student ratio or greater <p><u>Where will tutoring take place?</u> <u>Island of Oahu</u> On-campus (as available) Off-campus Home tutoring Anywhere internet is available</p>	<p><u>Tutor Qualifications</u></p> <ul style="list-style-type: none"> ✓ Tutors are licensed teachers or have a bachelor's degree or higher. ✓ Tutors have less than a four year degree, but more than an associate of arts degree or its equivalent. ✓ Tutors have less than an associate of arts degree, but more than a high school diploma or its equivalent. <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing Students?</u></p> <ul style="list-style-type: none"> ✓ ELL ✓ Migrant ✓ Homeless ✓ Special Education ✓ Deaf ✓ Hard of Hearing

Parent/Guardian Matrix for FREE Tutoring (SES) School Year 2011-2012

Name of Provider Contact Information	Description	Tutoring Information	Tutor Qualifications/Services				
<p>UH Manoa Online Academy Contact person: Cherie Hayes Woods</p> <p>Phone number: 808-223-2088</p> <p>Fax number: 888-652-0774</p> <p>Email address: ola@hawaii.edu</p> <p>Website: http://manoa.hawaii.edu/ola/</p>	<p>University of Hawaii Manoa OLA provides one-on-one math tutoring in an engaging online environment. UH Manoa student tutors work with OLA students live in an online meeting room using a mic to speak and an online whiteboard to write on. OLA uses unique math activities created at UH Manoa. Each student is assessed initially and throughout the program to monitor progress on their individualized learning plan with the goal of increasing math proficiency and test scores. Tutoring sessions are pre-scheduled and are generally 1.5 hours twice a week. Since tutoring takes place live on the internet, OLA scheduling is flexible and tutors are available for scheduled sessions any time after school until 9 p.m. Once a student has completed his or her SES allotted free tutoring hours, OLA will continue to provide free tutoring for that student for the remainder of the school year.</p> <p>Estimated number of hours of Free Tutoring your child(ren) may receive per county:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Honolulu county = 17 hours</td> <td style="width: 50%;">Hawaii county = 14 hours</td> </tr> <tr> <td>Maui county = 10 hours</td> <td>Kauai county = 13 hours</td> </tr> </table>	Honolulu county = 17 hours	Hawaii county = 14 hours	Maui county = 10 hours	Kauai county = 13 hours	<p><u>Subjects and Grades Student will be Tutored</u> <input checked="" type="checkbox"/> Math Grades able to serve: K-12</p> <p><u>Size of Tutoring Group</u> <input checked="" type="checkbox"/> 1:1 tutor-to-student ratio</p> <p><u>Where will tutoring take place?</u> Tutoring takes place live on the internet.</p>	<p><u>Tutor Qualifications</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Tutors are licensed teachers or have a bachelor's degree or higher. <input checked="" type="checkbox"/> Tutors have less than a four year degree, but more than an associate of arts degree or its equivalent. <input checked="" type="checkbox"/> Tutors have less than an associate of arts degree, but more than a high school diploma or its equivalent. <p><u>Can you serve ELL, Migrant, Homeless, Special Education, Blind, Deaf and/or Hard of Hearing Students?</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> ELL <input checked="" type="checkbox"/> Migrant <input checked="" type="checkbox"/> Homeless <input checked="" type="checkbox"/> Special Education <input checked="" type="checkbox"/> Deaf <input checked="" type="checkbox"/> Hard of Hearing
Honolulu county = 17 hours	Hawaii county = 14 hours						
Maui county = 10 hours	Kauai county = 13 hours						

NCLB PRIORITY RANKING

NCLB priority ranking is the process of granting Public School Choice (PSC) and Supplemental Educational Services (SES) to the lowest achieving low-income students. It is determined by a student's free/reduced meals eligibility, and most recent semester language arts and mathematics grades. Although these programs directly impact only Title I schools identified for improvement year 1, improvement year 2, corrective action, planning for restructuring or restructuring, it's important that all schools provide the report card data needed to calculate each student's NCLB Priority Rank since students may transfer to a school where these programs are in effect.

The Statewide Student Enrollment System (SSES) website (<https://sses.k12.hi.us/>) provides support, technical assistance and communications related to this application.

The SSES website may be accessed 24 hours a day, 7 days a week through the internet. All that is required to access the SSES website is an internet connection, a Lotus Notes user login and a DOE internet password. If you have questions regarding your Lotus Notes user login, DOE internet password, or logging into the SSES website please contact the Centralized Service Desk at 377-8320 (Oahu) or 8-1-808-377-8320 (Neighbor Islands toll-free) or <http://csd.k12.hi.us>.

Procedure to obtain access to SSES website:

Hawaii State Department of Education (HIDOE) schools:

All school and complex area SES personnel need to be granted access to the SSES website by either their respective Vice Principal or Principal (school SES personnel), or Complex Area Superintendent (complex area SES personnel). If you have not requested access to the SSES website, please work with your Vice Principal, Principal or Complex Area Superintendent. Once your Vice Principal, Principal, or Complex Area Superintendent grants you access to the SSES website use your Lotus Notes login and DOE internet password to access the SSES website. If you have issues logging in, please contact the Centralized Service Desk at 377-8320 (Oahu) or 8-1-808-377-8320 (Neighbor Islands toll-free) or <http://csd.k12.hi.us>.

Charter schools:

All charter school SES personnel need to be granted access to the SSES website by their Principal. If you have not requested access to the SSES website, please work with your Principal. Once your Principal, grants you access to the SSES website, use your Lotus Notes login and DOE internet password to access the SSES website. If you have issues logging in or do not have a Lotus Notes login and/or DOE internet password, please contact the Centralized Service Desk at 377-8320 (Oahu) or 8-1-808-377-8320 (Neighbor Islands toll-free) or <http://csd.k12.hi.us>.

The Information System Services Branch (ISSB) will refresh SSES website with report card grades data twice a year, once in August/September and again in January/February.

eSIS schools grades: Language Arts and Mathematics semester grades will be extracted from the VAX and imported into the SSES application, so there is no need for any action by eSIS schools. SSES website will have daily update for free or reduced-price meal status and new and transferring students.

Non-eSIS schools: Priority ranking for students will not be calculated. To calculate a priority ranking for students at non-eSIS schools, the schools must use the on-line calculator in the SSES website to calculate the priority ranking for those students.

Incomplete, incorrect, or missing grades: Students without grades or who received grades of "Not Applicable at this time" or "See Teacher Comments" will not have a priority ranking. Schools also will not be able to update student's meal status and reading/math report card grades. If the data is incomplete, incorrect, or missing the schools can use on-line calculator in the SSES application to determine the priority ranking of students in question.

If a student has a priority ranking of "0", that means the student receives free/reduced priced meals and does not have current language arts and/or math grades entered. Students who have priority ranking of "0" are eligible to receive SES, after a priority ranking has been established by utilizing their most recently posted priority ranking located in the SSES application, under *NCLB History*. Log into the SSES website and identify the student to use the *NCLB History* to establish a priority ranking for that student. If a student does not have a previous priority ranking at any point in their *NCLB History*, please contact Daniel Williams at daniel_williams@notes.k12.hi.us.

If a student transfers from a non-HIDOE school (i.e., home school, private school, transfer from a school outside the state of Hawaii) and their grading system does not support the current HIDOE grading system, the school may use the following grade scale to establish alignment:

Grade Scale	Attainment of Grade Level Standards
ME or A	Meets with Excellence
MP or B	Meets Proficiency
DP or N or C	Developing Proficiency
WB or U or D or F	Well below Proficiency

If the current school grades do not align with grade scale above, please contact Daniel Williams at daniel_williams@notes.k12.hi.us.

For questions regarding NCLB policy and guidelines related to Public School Choice or Supplemental Educational Services, e-mail Daniel Williams at daniel_williams@notes.k12.hi.us. For technical support related to the use of the SSES application, please contact the Centralized Service Desk: Monday-Friday 7:45 am to 4:30 pm at 377-8320 (Oahu) or 8-1-808-377-8320 (Neighbor Islands toll-free) or <http://csd.k12.hi.us>.

Reports to Student/Parent and School

- (1) Initial Test Report: At beginning of services, Provider will conduct test to find out (a) student’s academic needs and (b) starting point to compare with final test results.
- (2) Frequency of Progress Reports to parents/guardians and school (check only one)
 Weekly Twice a month Monthly
- (3) Summary Report: At completion of services, Provider will submit Summary Report to include:
 - Final test results.
 - List of curriculum and materials used.
 - List of instructional strategies used.
 - Recommendations for effective curriculum and strategies to continue.

Attendance

Parent/guardian must notify Provider by phone at least four hours before the tutoring session if student is not able to attend. After two absences without four-hour advance notice, services are terminated. Provider will notify parent/guardian and school within one business day of second un-notified absence that services are terminated. If services are terminated, parent/guardian may apply for services again, but the student will be placed at the bottom of the prioritized list of applicants not yet receiving services.

If a parent/guardian requests a change in provider, the student may be reassigned to a new provider (depending on provider capacity). A new AOS must be completed to reflect change in the provider and any other subsequent changes. The student’s per pupil funding continues until it has been exhausted.

Attendance Log

Provider maintains a monthly attendance log. Student will initial the attendance log or another record to verify attendance at each session. Provider will send invoice along with the attendance log to the complex area. Provider will also provide a copy of the attendance log to the school.

Student Health and Safety Plan

Provider **must** provide written notification of the Student Health and Safety Plan to the parent/guardian, school and complex area.

Parent/guardian must notify provider if student has any food allergies, and other information that is pertinent to the health and safety of the student(s). **If tutoring will be taking place at a private residence, then a parent/guardian must be present and in close proximity for the safety of the tutor and student.**

Agreement by Parties – all sections have been filled in and completed

The above agreements are acceptable. We are committed to fulfilling our role in improving this student’s achievement.

Student (Legal name) _____
Print name

Student (Legal name) _____ Date _____
Signature (Optional)

Parent/Guardian _____ Date _____
Signature

Provider _____ Date _____
Signature

Principal/Designee _____ Date _____
Signature

*PHONE CONSULTATION: Indicate on Parent/Guardian Signature line “Per Phone Consultation,” list names of people involved, time and date.

Distribution:

- A signed (parent, provider & school) AOS is given to each participant by the provider if the school designee attends the AOS meeting and the provider forwards a copy of the AOS to the complex area.
- If the school designee is not at the AOS meeting, then the provider forwards the AOS to the school principal who signs the AOS and distributes copies to each meeting participant within 3 working days. The school then forwards a copy of the signed and completed AOS to the appropriate complex area and provider.

State of Hawaii - Department of Education PURCHASING WORKSHEET

Vendor Information:

Vendor No/Sfx _____

Vendor _____

Address _____

City, State, Zip _____

Telephone _____

PURCHASE ORDER NO.: _____

Ordered By: _____

Funding Program: _____

Deliver to: _____

Delivery Address: _____

P.O. Routing Indicator:

Mail to Vendor

Return to Preparer

Check:

<input type="checkbox"/> Supplies	<input type="checkbox"/> Equip. (over \$250)
<input type="checkbox"/> Textbooks	<input type="checkbox"/> Repair & Maint.
<input type="checkbox"/> Library Books	<input type="checkbox"/> Software
<input type="checkbox"/> Workbooks	<input type="checkbox"/> Other

Print or Type, Attach approvals

Line No.	Qty	Unit	Unit Cost	Office Use Commodity Code	Description Title, Color, Serial #, Author, etc.	Total Cost
1						0.00
2						0.00
3						0.00
4						0.00
5						0.00
6						0.00
7						0.00
8						0.00

TERMS:

For Office Use Only:

Organization ID: _____	Program ID: _____	BFY _____	\$ _____	Subtotal	0.00
Organization ID: _____	Program ID: _____	BFY _____	\$ _____	Tax (Place rate in box)	0.00
Organization ID: _____	Program ID: _____	BFY _____	\$ _____	Freight (Place rate in box)	
Organization ID: _____	Program ID: _____	BFY _____	\$ _____	Mainland 0.20	0.00
Organization ID: _____	Program ID: _____	BFY _____	\$ _____	Islands 0.15	
				TOTAL	0.00

Approved By: _____ Date: _____

Entered By: _____ Date: _____

Posted By: _____ Date: _____

Requisitioner has completed the required elements listed below and documents are attached:

Exempt Purchase	Price/Vendor List Purchase	Small Purchase	Reminders
<input type="checkbox"/> HRS/HAR Exemption #	<input type="checkbox"/> Price/Vendor List #	<input type="checkbox"/> Quotes Required	~ Keep all docs for your files
<input type="checkbox"/> Form 10C, if applicable	<input type="checkbox"/> Form 5, if applicable	<input type="checkbox"/> Form 4, if applicable	~ Do not parcel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Form 10A, if applicable	~ PO is posted prior to start
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Form 10B, mandatory	~ Contract is signed prior to start
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Form 10C, if applicable	~ Other purchasing approvals, if applicable

Requesting Requestor Affidavit
I have no personal, business or any other relationship that will influence my decision in the evaluation, review or selection of the awarded vendor

Principal/Administrator/CAS Affidavit and Approval
I have no personal, business or any other relationship that will influence my decision in the evaluation, review or selection of the awarded vendor

Print name of Requestor _____ Date _____

Print name of Principal/Administrator/CAS _____ Date _____

Signature of employee soliciting quotations _____ Date _____

Signature of Principal/Administrator/CAS _____ Date _____

PURCHASE ORDER COPY

INVOICE TO:
 NANAKULI COMPLEX
 C/O LEEWARD DISTRICT OFFICE
 94-521 FARRINGTON HWY
 WAIPIAHU HI 96797
 CONTACT: GRACE TERNORA
 (808) 675-0443 EXT:

DELIVERY DATE : / /
 EXPIRATION DATE:

VENDOR:
 025708
 KLUMON NORTH AMERICA INC
 GLENPOINTE CENTRE EAST 5TH FL
 300 FRANK W BURR BLVD ***
 TEANECK NJ 07666

SHIP TO:
 NANAKULI COMPLEX
 89-778 HALEAKALA AVENUE
 WAIANAE HI 96792
 PAGE 1

LN	QUANTITY	U/M	COMMODITY ID/DESCRIPT	UNIT COST	TOTAL COST
001	10.00	EA	7104 11 SVC FOR FEE-STUDENT TUTORIAL/TESTING SVCS PROVIDE SUPPLEMENTAL EDUCATIONAL SERVICES (SES) TO ELIGIBLE STUDENTS AT NANAKULI ELEMENTARY SCHOOL IN ACCORDANCE WITH THE NCLB TITLE I DEB. THE EMPLOYMENT OF THE INDIVIDUAL NAMED ABOVE COMPLIES WITH CURRENT DOE POLICIES.	663.0000	6,630.00

TERMS:
 CONTRACT NO: CO-XXXXX
 CONTRACT PERIOD: 11/1/2003 TO 8/31/2004.
 PAYMENT TO BE MADE MONTHLY UPON RECEIPT OF
 ITEMIZED INVOICES.

SAMPLE
 Enter the applicable County amount
 and Contract No.

BUYER: NANAKULI COMPLEX - NANAKU	TOTAL FROM OTHER PAGES	
	SUBTOTAL	6,630.00
	FREIGHT	
	TAX	
	TOTAL	6,630.00

ACCOUNTING INFORMATION	FISCAL YEAR: 2004	APER #:	
SFX ORG ID PROG ID BFF D/O OBJ DEL GRANT FY PROJ FY			AMOUNT
01 831262 52002 2004 30 7101			6,630.00

SUPPLEMENTAL EDUCATIONAL SERVICES
Parent/Guardian Outreach and Assistance Justification Form

Pending availability of the remaining Parent/Guardian Outreach and Assistance funds, funds may be allocated to a Complex Area. These funds are to be used only to perform outreach and assistance strategies (e.g., creating parent/guardian brochures to promote SES, advertising/promoting SES enrollment, and translation of documents) at the complex area.

Provide the following information to enable SPMS to make an informed decision regarding your request.

Date of Request:	
Complex Area:	
Name of Requestor:	
1. Amount of funds being requested.	
2. How will these funds be monitored and spent in a timely and appropriate manner?	
3. Briefly describe the Parent/Guardian Outreach and Assistance strategies the Complex Area is planning to implement. Provide starting and ending dates for implementation.	

Reminder: Insert copy of this form and all documentation of Parent/Guardian Outreach and Assistance strategies implemented in the Complex Area SES Handbook. See Title I Linker for assistance.

Please fax this form to Daniel Williams at (808) 735-8229 or send electronic copy via Lotus Notes.

SUPPLEMENTAL EDUCATION SERVICES
Request for Additional SES funds – Program ID 52002

Please provide the following information for your request.

Date of Request:	
Name of Complex Area:	
Name of Requestor:	
1. Amount of request:	
2. Balance of remaining allocation:	
3. The expected number of students who will be served:	
4. How was the requested amount determined?	

Reminder: Insert copy of this form and all documentation of Parent/Guardian Outreach and Assistance strategies implemented in the Complex Area SES Handbook. See Title I Linker for assistance.

Please fax this form to Daniel Williams at (808) 735-8229 or send electronic copy via Lotus Notes.



**State of Hawaii
Department of Education**

**Office of Curriculum, Instruction and Student Support
Special Programs Management Section
475 22nd Avenue, Room 124
Honolulu, HI 96816**

COMPLAINT PROCEDURES FOR SUPPLEMENTAL EDUCATION SERVICES (SES)

The Hawaii State Department of Education (HIDOE) is committed to open communication with SES schools and providers. As part of its procedures, it disseminates, free of charge, adequate information about the complaint procedures to parents of students, and appropriate SES representatives. [34 CFR 299.11(c)]. The HIDOE is aware that disagreements may arise periodically. These disagreements need to be resolved in a timely fashion. The following procedures have been developed to handle complaints dealing with SES programs, services, and staff members. All complaints are to be directed to the SES Program Manager using procedures outlined below.

Filing a Complaint:

- Gather all information dealing with the complaint.
- Fill out the Complaint Form, including signature and date. Be specific.
- The complainant must include a statement of what requirement, Federal statute, or regulation the State Educational Agency (SEA) violated that applies to the program and include the facts on which the statement is based and the specific requirement allegedly violated.
- Mail or fax the Complaint Form to the SES Program Manager at the address listed on the procedures.

Response from SES Program Manager:

- SES Program Manager will review the completed Complaint Form.
- SES Program Manager will contact and set up an appointment with the complainant. This will usually occur within five (5) working days after receipt of the complaint.
- SES Program Manager will resolve the complaint in writing within 60 days following receipt of the complaint, including an independent on-site investigation, if necessary.
- The time limit of 60 days will only extend if exceptional circumstances exist. The timeline of 60 days applies to Additional Steps section below.

Additional Steps (if required):

- If the complaint cannot be resolved by the SES Program Manager, a meeting will be set up with the SES Program Manager, Special Programs Management Section Administrator, and the concerned parties.
- SES Program Manager will resolve the complaint in writing within 60 days following receipt of the complaint, including an independent on-site investigation, if necessary.
- If the issue is still unresolved, the Special Programs Management Section Administrator will contact the HIDOE Superintendent or designee for guidance.
- Meetings with officials from HIDOE may be scheduled in order to resolve the complaint.
- If additional steps are required in the resolution of the complaint, these steps will occur in accordance with the federal No Child Left Behind legislation, including [34 CFR 299.11(c)] wherein the complainant has the right to request that the Secretary of Education review the final decision of the SEA, at the Secretary's discretion.

Contact for Complaint

SES Program Manager
Hawaii Department of Education
Office of Curriculum, Instruction and Student Support
Special Programs Management Section
475 22nd Avenue, Room 124, Honolulu, HI 96816
Phone: 808-203-5520 Fax: 808-735-8375



State of Hawaii
Department of Education

Office of Curriculum, Instruction and Student Support
Special Programs Management Section
475 22nd Avenue, Room 124
Honolulu, HI 96816

COMPLAINT FORM FOR SUPPLEMENTAL EDUCATION SERVICES (SES)

Date:	
Name of Person Filing the Complaint:	
Signature/Date:	
School/Organization:	
Address:	
Phone Number:	
Email Address:	

Nature of Complaint :

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Do Not Write Below This Line

Date Complaint Received:	
Date of Conference with SES Program Manager:	
Date Resolved:	
Resolution:	

ELEMENTARY & SECONDARY EDUCATION**Letter to State Chiefs regarding individual student agreements and computers used in SES programs**

August 20, 2008

Dear Chief State School Officer:

The Department of Education issues this guidance to provide States with information regarding two areas of implementation of the supplemental educational services (SES) provisions of Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by the No Child Left Behind Act of 2001 (NCLB). This guidance concerns (1) the development of individual student agreements, including (a) who bears responsibility for developing the agreements, and (b) how the requirement of "consultation with parents" can be met; and (2) whether computers used as part of an SES program and kept by students at the conclusion of such program may be considered an incentive.

This guidance represents the Department of Education's current thinking on these topics. It does not create or confer any rights for or on any person. This guidance does not impose any requirements beyond those required under applicable law and regulations. If you are interested in commenting on this guidance, please email us your comment at OIIGuidanceDocument@ed.gov or write to us at the following address:

U.S. Department of Education
Office of Innovation and Improvement
400 Maryland Avenue, SW
Washington, D.C. 20202

Individual Student Agreements

Responsibility for Developing Student Agreements. The ESEA requires that a local educational agency (LEA) enter into an agreement with each SES provider chosen by a parent. Among other requirements for the agreement, the statute: "require[s] the local educational agency to develop, in consultation with parents (and the provider chosen by the parents), a statement of specific achievement goals for the student, how the student's progress will be measured, and a timetable for improving achievement." ESEA section 1116(e)(3)(A).

As this statutory language makes clear, it is the LEA's responsibility, and not the responsibility of a provider, to ensure that an agreement is completed for each student participating in SES and that each agreement contains the information required under the statute. However, an LEA and a provider may agree that the provider will complete, on behalf of the LEA, the agreement for each student the provider serves. An LEA cannot require a provider to develop the agreements for the students it serves, absent the provider's consent. Ultimately, the LEA maintains final responsibility for reviewing and approving all agreements developed by providers, and for making sure that all agreements, whether developed by the LEA itself or by a provider on behalf of the LEA, are completed for all students participating in SES and contain all required information.

Fulfilling the "Consultation with Parents" Requirement. Section 1116(e)(3)(A) of the ESEA requires consultation with a student's parents as part of the development of the student's individual agreement, but it does not define what consultation must entail or how it must occur. Some LEAs are interpreting this provision to require a parent's signature on the agreement before SES be provided. The statute, however, does not specifically require a parent signature as evidence that consultation has occurred. Rather, we believe that an LEA must offer parents a genuine opportunity to consult on the terms of their child's individual student agreement, but that an LEA cannot use the consultation requirement to deny SES to a child whose parents have not participated in the development of their child's SES plan but who have otherwise requested that their child receive SES.

An LEA must be able to demonstrate that it (or a provider acting on its behalf) has made reasonable efforts to consult with a parent of each student who has requested SES. This may include attempts to reach parents through telephone, email, home visits, at school events, or other means.

An SEA should determine what it considers reasonable efforts by its LEAs to consult with parents, and should provide guidance to its LEAs in terms of when, how often, and through what means an LEA (or a provider on behalf of the LEA) must attempt to consult with parents before it can deem the consultation requirement to have been met. An SEA could also develop a broad definition of "consultation" that would include conversations with parents by phone or email. We encourage SEAs to establish reasonable requirements for their LEAs in this area.

To facilitate parents' participation in the consultation process, an LEA could indicate on its SES enrollment forms that the LEA is required to consult with parents during the development of individual student agreements and that parents' participation in this process is expected and appreciated. Additionally, an LEA could include, on the SES enrollment form or through other means, an opportunity for parents to express their preferred method of consultation.

We encourage SEAs to monitor their LEAs carefully with respect to the development of student agreements and to ensure that the agreements are of sufficient quality to drive improvements in student achievement.

Computers Used in SES Programs and Incentives

In the Department's Non-Regulatory Guidance on SES, we state that a provider that uses technology to deliver tutoring services may provide students with computers for the students to use or keep as part of the provider's instructional program (Question C-10.). It has come to our attention that some SEAs may be prohibiting providers from allowing students served by the providers to keep a computer at the completion of tutoring because the SEAs view the computers as an unallowable incentive. We believe, however, that it is appropriate for SEAs to allow students to keep the computers upon completion of the SES program if the computers' primary purpose is instructional. If the computers' primary purpose is not instructional, the computers may be an unallowable incentive under State policy. SEAs should continue to monitor SES providers and determine whether providers are using incentives in a way that violates State policy.

SES is an important component of NCLB, and we thank you for your efforts to ensure that students are obtaining quality services and succeeding in the classroom.

Sincerely,

Douglas B. Mesecar
Assistant Deputy Secretary