

**References: SES Procedures and Guidelines SY 2011-2012  
United States Department of Education SES Non-Regulatory Guidance**

- **What is Supplemental Educational Services (SES) tutoring?** P&Gs pg. 3
  - SES is Free Tutoring in reading or math or science for students in Title I schools identified as
    - Needs Improvement Year 2, Corrective Action, Planning for Restructuring, or Restructuring.
  - Tutoring is provided outside of the regular school hours (e.g., after school, before school, school vacation, or weekend).
  - Final SES county per pupil funding limits for SY 2011-2012 (revised October 2011) are as follows:
    - Honolulu County           \$ 918 – revised October 2011
    - Hawaii County             \$ 774 – revised October 2011
    - Maui County                \$ 546 – revised October 2011
    - Kauai County              \$ 637 – revised October 2011
  - “Parent Choice” – parents/guardians have the option to choose the provider they feel would best help their child(ren).
  
- **Who may receive FREE Tutoring?** P&Gs pg. 3
  - All students eligible for free and reduced price meals and who attend a Title I school that has an NCLB designation of School Improvement Yr. 2 or beyond.
  
- **How do you determine Priority Ranking?** P&Gs pg. 45
  - Report card grades in reading and math are used to select and prioritize students. Refer to:
    - <http://sses.k12.hi.us> – New NCLB Priority Ranking Information website (Notes login is required)
  
- **Is there a limit to the number of students who may receive SES/FREE Tutoring?** P&Gs pg. 3/DOE Memos and Notices SES Attachment 1 – County Funding Limits
  - Funding and tutor availability may be limited, not all students may receive tutoring. Students with the greatest academic need will be chosen first.
  
- **What is the process for a student to receive SES/FREE Tutoring?** P&Gs pg. 16
  - Parents/guardians fill out an SES application form.
  - Parents/guardians choose first, second, and third etc. choices of Providers.
  - Return application form to child’s school.
  - Applications for **FREE Tutoring** are accepted at any time during the school year.
  - Refer to SES Procedures and Guidelines – <http://doe.k12.hi.us/nclb/vendors/index.htm>
  
- **Who are the SES providers for SY 2011-2012?**
  - 1<sup>st</sup> semester total = 20 providers
  - 2<sup>nd</sup> Semester total = 19 providers

1 to 1 Tutor, Inc.	A+ It’s All About Kids	A Tree of Knowledge Educational Services, Inc.	ACE Tutoring Services, Inc.
ATS Project Success	Club Z! In-Home Tutoring Services, Inc.	Community School for Adults, Kona	Education Therapy
Harvest Learning Group, LLC	Imagine Learning, Inc.	Innovadia, LLC	Kumon North America, Inc.
Mathnasium Learning Center	Orchid Isle Tutoring	Ratives, LLC	The Learning Center of Maui
The Learning Hale Instructional Center, Inc.	The Reading Clinic, Inc.	UH Manoa Online Academy	

- **Where do we get information on SES Providers?**
  - A list and description of each SES Provider is on the SES Parent/Guardian Matrix located on the SES website - <http://doe.k12.hi.us/nclb/vendors/index.htm>

- **Where do students receive SES/Free Tutoring?**
  - Refer to the SES Parent Matrix for locations
  - Refer to complex area SES application form
  
- **Who can select an SES Provider for a student?** (refer to P&Gs pg. 20 for additional information)
  - SES is a “parent choice” option
  - Only a parent may make the selection
  - SES providers are not allowed to provide parents/guardians with registration/application forms already completed with the provider chosen or pre-selected for them.
  
- **How does an SES provider request use of school facilities?** P&Gs pg. 5
  - Providers request a Use of Facilities Form (BO-1 and BO-2) from school principal to provide services on school campus.
  - No charge for use of facilities or utilities
  - Providing facilities for SES providers must be an equitable process
  
- **What must be included in the Student Health and Safety Plan?** (refer to P&Gs pg. 25 for additional information)
  - 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:
    - student arrival and departure procedures;
    - tutor absence procedures;
    - tutor tardy procedures;
    - plans and protocol for evacuation from location; and
    - contact information – phone numbers for tutor to call in case of emergency/incident.
  
- **What is the difference between Program ID 52002 and 18927?**
  - Prog ID 52002 – funds for SES Tutorial ONLY
  - Prog ID 18927 – funds for complex area support to implement SES
  - Refer to Allocation Notices for implementation guidelines (allowable and unallowable costs)
  
- **Can teachers tutor their own students for SES?**
  - Teachers can work as tutors for SES providers **and** tutor students from their own school and classroom.
  - SES providers are responsible for hiring their tutors (and ensuring that they meet the SES provider company standards) and may use various sources to do so (i.e., <http://honolulu.craigslist.org/>, classified ads in various newspapers, or posting help wanted signs at shopping centers).
  - SES providers may ask school personnel to help them locate tutors - if a school helps one SES provider locate tutors, then they need to help all SES providers locate tutors.
  
- **When do Charter schools offer SES?** (refer to P&Gs pg. 15 for additional information)
  - Charter schools are eligible to offer SES services when their Title I plans are approved.
  - Title I eligible charter schools should be included in any complex area SES training.
  
- **Can Providers solicit/market on school campus?** P&Gs pg. 19
  - Providers must follow school protocol when issuing fliers, pamphlets, posters or other marketing tools.
  - All marketing tools issued on school campus must get prior approval from SPMS
  - Approved fliers are on EPM
  
- **Who do we contact for information on SES?**
  - NCLB website - <http://doe.k12.hi.us/nclb/vendors/index.htm> (contact information by complex area)
  - Daniel Williams, SPMS at (808)203-5505 x 2213 or [daniel\\_williams@notes.k12.hi.us](mailto:daniel_williams@notes.k12.hi.us)