

District Activities for Supplemental Educational Services (SES)

Suggested Timeline	Activity	Date(s)	Person(s) Responsible
January 1 to March 31	Designate personnel responsible for SES (SES Team)		
	Review Title I law and guidance on SES		
	Develop SES timeline		
	Develop SES letters and forms - (Utilize online Tool Kit at http://www.firm.edu/doe/family/toolkit.html) <ul style="list-style-type: none"> • Informational letter for principals • Initial information letter for parents (optional) • Brochures/posters/other informational materials • (2nd) letter to parents • Parent application for SES (ranking 3 top choices for providers) • Parent/District/Provider Agreement with student goals • Attendance record/invoice requirements 		
	Work with legal staff to establish provider contract and contracting process		
	Have letters and forms translated, if needed		
April 1 to May 30	Designate schools likely to enter 2 nd year of improvement next year, requiring SES		
	Send NCLB informational letter to principals of designated schools		
	Identify school-based coordinators or contacts		
	Plan and prepare for meeting with principals and site coordinators		
	Determine district policy re: use of facilities and equipment, liability insurance issues		
	Develop or acquire database for recording SES information		
	Send letters to parents of students in designated schools announcing possible AYP status and choices (optional)		
	Hold meetings with principals and site coordinators to develop SES plans		
June 1 – July 31	Review AYP reports to determine schools identified for 2 nd year of improvement		
	Establish criteria for determining lowest achieving students		
	Prepare parent notification and application for mailing		
	Obtain list of State-approved providers		
	Review providers' applications		
	Contact providers on State list who indicated they can serve your district		

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	Schedule and plan provider meeting		
	Invite providers to provider meeting – Ask for RSVP		
	Meet with SES providers to discuss district procedures and distribute forms		
	Prepare for provider fairs (optional)		
	Submit SES implementation plan to State		
	Submit Title I, Part A Application with equivalent of 20% of Title I allocation set aside for choice/SES		
	Determine cost per pupil and maximum number to be served by SES		
August 1 to August 31	Identify students on free and/or reduced lunch at designated schools		
	Collect achievement data for students on free/reduced price lunch		
	Prioritize by lowest achieving students, with grade level considerations, if needed		
	Send out letter with application to parents of F/R lunch students at identified schools – get approval for release of student information to Provider on application. Include information about: <ul style="list-style-type: none"> • The services, qualifications, & evidence of effectiveness for each provider • Procedures & timelines that parents must follow in selecting a provider • Possibility that, if demand exceeds available funding, priority will be given to the lowest-achieving, low-income students 		
	Send out “good news” letters to parents of students in schools who made AYP (optional)		
	Market SES through web sites, newspapers, community groups, pamphlets & posters at schools		
	Conduct parent information meetings and provider fairs at identified schools		
	Assist parents to choose provider, if requested		
September 1 to October 15	Parents return application – Set deadline of not less than 2 weeks following mailing		
	Review F/R lunch status to verify student eligibility		
	Process SES applications upon return – Determine students to be served, by priority (if needed)		
	Notify parents of selection for services		
	Provide parent contact information and Parent/District Provider Agreement to be completed to selected providers		

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	Develop list of students to be served, with provider information to identified schools		
	SES provider verifies receipt of parent contact information by phone, email or letter		
	Provider, parents, school contact and district representative meet to develop PDPA		
	Monitor need for ESE staff to contract or provide services for ESE students		
	Review background checks, fingerprinting of Provider employees		
	Review copies of PDPA sent by provider to district		
	Commence providing SES for students with PDPA on file		
Ongoing	Receive data from provider on attendance, withdrawals, progress of students		
	Receive and review invoices from providers – verify student eligibility and pay providers within 15 days of invoice		
	Monitor SES Programs through review of progress reports and onsite visits		
	Monitor provider background checks		
	Collect assessment information and reports by providers.		
	Complete data collection activities for evaluation and accountability – Submit data element data in February & August		
	Survey parents about SES services		
	Make revisions to SES program, as needed		