



# North Dakota Department of Public Instruction

## Implementing the Supplemental Educational Services (SES) Provision

### Step by Step

Updated December 2011

- Step 1.** Set aside up to 20% of your Title I allocation in the Activities section of your consolidated application to implement school choice and supplemental services. Review the per-child cost for supplemental services you received from the state Title I office and determine the estimated number of students you will be able to serve.
- Step 2.** Identify the eligible students from your school. Eligible students are students from low-income (i.e., free and reduced lunch) families. Develop a priority system to use in the event you receive more requests from parents than you are able to serve.
- Step 3.** Retrieve the most current list of North Dakota-approved supplemental services providers on the DPI website at [www.dpi.state.nd.us/title1/targeted/general/ses/ses\\_provider.shtm](http://www.dpi.state.nd.us/title1/targeted/general/ses/ses_provider.shtm). Learn as much as you can about the approved providers by contacting each provider that could serve students in your school, including those in your general geographic area and on-line. Determine if the provider requires certain assistance from the school and make arrangements, if possible, to provide these services. Consider hosting an open house at the school to allow providers a chance to visit with eligible parents about the services they could provide.
- Step 4.** Design a parent packet for mailing to homes of eligible students including the following:
- A letter informing parents of AYP report and the school's placement in the program improvement timeline.
  - First Notice – A letter (separate or as part of the AYP letter) informing them of the opportunity to participate in SES. This will count as your first notification. If the school believes that there will be more demand for SES than there will be funds available, the school must also explain that it has developed a priority system giving priority to the lowest-achieving eligible students at the school. Please note that only one notification can be made prior to the beginning of the school year.
  - A list of the state approved SES providers.
  - An overview of the meaning and purpose of supplemental educational services (SES brochure).
  - A form for parents to return stating their interest in participating in supplemental services. (This form should include a reasonable due date for returning it to the school.)
- Step 5.** Partner, to the extent practicable, with outside groups, such as faith-based organizations, other community-based organizations, and business groups, to help inform eligible students and their families of the opportunities to transfer or to receive SES. Districts will need to show documentation that this has occurred.
- Step 6.** After the start of the school year, make a second and third documented notification to parents informing them of the SES tutoring option. Three notices (in addition to other specified criteria) are required before any funds can be reallocated.
- Second notice must be made in early fall, at least 2-3 weeks after the first notification.
  - Third notice must be made in late fall, after the first grading period.
- Step 7.** When deadline arrives, identify students who will be able to receive services. If more low-income students/parents have requested services than you will be able to serve, run through your priority system and identify who will receive services. Send a letter to all parents informing them if their child was identified as eligible (or not eligible, if you had to go through an eligibility process). The letter to parents whose students are eligible should include:
- A description of the services, qualifications, and evidence of effectiveness for each available provider (available at [www.dpi.state.nd.us/title1/targeted/general/ses/ses\\_provider.shtm](http://www.dpi.state.nd.us/title1/targeted/general/ses/ses_provider.shtm)).
  - A form for parents to return identifying if they still want services. This form may also include a space for parents to enter their first and second choices for SES providers from the state approved list.
- Step 8.** When all forms are returned, identify the providers parents have chosen. Contact parents who may need your help in choosing a provider.
- Step 9.** Contact all SES providers parents have chosen. The district must develop agreements for services for each provider selected by parents. Send agreements to providers for signatures. Review the sample agreement as it must contain very specific information (available at [www.dpi.state.nd.us/title1/targeted/general/template.pdf](http://www.dpi.state.nd.us/title1/targeted/general/template.pdf)).
- Step 10.** When all SES providers have returned signed agreements, notify parents that they may now contact their preferred provider to begin receiving services. At this point, districts may also give the providers the names of the students who will be enrolled in their programs.
- Step 11.** Determine specific timelines for communication with the provider. Make sure that you are receiving regular reports on the progress of all students who are receiving services.
- Step 12.** Conduct an evaluation process to identify how the implementation of the supplemental services provision went at your school. Identify specifically what worked well and what needs to be revised for next year.
- Step 13.** Submit the Annual Report for Program Improvement (SFN 52820), the Supplemental Services Provider Annual Report (SFN 54254), and the Supplemental Services Addendum to the Department of Public Instruction by June 30.