

Key Reminders Regarding Supplemental Educational Services

Schools that have not made Adequately Yearly Progress (AYP) for four consecutive years, which are in year two of the program improvement cycle, are required to implement the supplemental educational services (SES) provision. The following list outlines important points to keep in mind to ensure that you are complying with all of the provisions pertaining to SES.

Appoint a Coordinator

- ▶ There are numerous provisions that must be addressed pertaining to supplemental educational services. It is the Title I authorized representative's responsibility to appoint someone to oversee the SES provision and to ensure that all requirements are met.

Step-by-Step Worksheet

- ▶ The state Title I office has created a step-by-step worksheet outlining the steps a school should follow when implementing the SES provision. Follow this checklist to ensure that no steps or procedures pertaining to SES are forgotten.

Parent's Choice

- ▶ Remember that parents must be allowed to select a provider of their choice. It is not allowable for districts to work exclusively with certain providers. You must provide parents with the list of state approved providers and have parents document, in writing, which provider they have chosen.

Contact/Agreement Requirements

- ▶ School districts must have a formal contract or agreement with every provider that is working with students within the district. Review the list of required components in the *Supplemental Services Resource Guide* to ensure that your contract/agreement is in compliance with federal regulations.

Notices to Parents

- ▶ Schools must provide parents with at least three notices of the availability of SES before they can reallocate the supplemental educational services set aside funds to another allowable activity. Your notices should be designed to entice parents and provide the necessary details regarding the SES provision. Your third notice must specify that this is the final opportunity for parents to request SES for their child. It must state that unless parents request services by a specified date, the funds available will be reallocated to a different activity.

Per-pupil Funding Charts

- ▶ Title I authorized representatives will receive a supplemental services per-pupil funding chart in June/July 2011. This chart will specify the amount of funds that must be set aside on the consolidation application and the maximum per-pupil amount that can be spent for supplemental services.

Collecting and Reporting Data

- ▶ Collecting data and reporting information on supplemental services are critical and mandatory requirements in the federal law. School personnel must collect data throughout the year and be prepared to submit the required supplemental services reports at the end of each school year.