

South Carolina Department of Education

DISTRICT CHECK LIST FOR IMPLEMENTING SUPPLEMENTAL EDUCATIONAL SERVICES

The purpose of this document is to provide a check list of things that will assist local education agencies (LEAs)/school districts, in effective and efficient implementation of supplemental educational services (SES).

The LEA should:

- ✓ Identify Title I schools (Priority and Focus) that must offer SES and state-approved SES providers for the LEA;
- ✓ Ensure that providers are available to serve students with disabilities, students covered under Section 504, and limited English proficient students (if no provider is available, the LEA must provide services directly or through a contract);
- ✓ Select 10 providers to serve district base of Provider Selection Criteria (Refer to Policy and Procedures Manual);
- ✓ Notify parents of their child's eligibility for SES - Ensure that parental notification includes all required components:
 - An explanation of what the identification means and how the school compares in terms of academic achievement to other elementary or secondary schools served by the LEA;
 - Reasons for the identification;
 - An explanation of what the school identified for school improvement is doing to address the problem of low achievement;
 - An explanation of what the LEA is doing to help the school address the achievement problem;
 - An explanation of how the parents can become involved in addressing the academic challenges that caused the school to be identified for school improvement;
 - Information regarding the availability of supplemental educational services;
 - A list of approved providers eligible to serve in the LEA; and
 - A brief description of the services, qualification, and demonstrated effectiveness of each said provider.
- ✓ The parent selection form also should
 - Allow parents to rank at least their top 3 providers (always a parent choice);
 - Have a release of confidential information statement (IEP, 504, Benchmark Data {MAP, T21, etc.});
 - Be signed and dated;
 - Include a district contact person and contact information for parents having questions;
- ✓ Ensured that sign-up forms for SES are distributed directly to all eligible parents and are made widely available elsewhere;
- ✓ Disseminate provider Scope of Service information to parents – host provider fairs for parents to meet providers;
- ✓ Set deadline to receive parent responses regarding SES requests – ensure that sufficient time and convenience is provided for parents to access and return SES response forms;
- ✓ Prioritize to serve lowest achieving students (if necessary);
- ✓ An explanation of the selection of students when funding is limited;
- ✓ Respond to parents' requests for placing their children with an SES provider;
- ✓ Communicate with school personnel about SES and their roles in working with parents and providers;

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- ✓ Develop provider contract agreement – ensure that the contract agreement includes all requirements outlined in the Policy and Procedures Manual for SES;
- ✓ Review District/Board Policy regarding Facility Use. Also review the South Carolina Department of Education's (SCDE) SES policy regarding facility use;
 - Given SES providers access to school facilities on the same basis and terms as are available to other groups;
- ✓ Host district and provider meeting(s) to communicate with SES providers who are approved to serve in district, expectations regarding requirements and procedures for offering SES tutoring;
- ✓ Assist parents and providers in the development of the Student Learning Plan (SLP)---academic goals and timelines for achieving goals for each student to be served;
- ✓ Offer services to students in accordance with the SES Timeline developed by the South Carolina Department of Education.
- ✓ Publish through multiple means such as the Internet, the media and public agencies
 - Post on the Districts website the following information:
 - Number of students eligible for and participated in SES
 - List of schools that have to offer SES
 - List of SES providers and their locations approved by the State
- ✓ Review/establish district invoicing procedures;
 - Basis and schedule of payments to the provider
- ✓ Supplemental Educational Services Data Collection
 - Conduct Site Monitoring Visits
 - Distribute Parent Questionnaire (Parents Only)
 - Complete District Questionnaire
 - Enter Student Benchmark Data Into Cayen
- ✓ Complete all SES services by established deadline