

## **Supplemental Educational Services Guidelines 2011-2012**

- Parents must apply and be approved for their child to receive free/reduced meals.
- Applying for SES does not guarantee placement in the tutoring program. If necessary, priority will be given to the lowest achieving children.
- Applications are due September 12, 2011. Tutoring should begin by October 15, 2011 for students placed during this first enrollment period.
- The District's second enrollment period is September 13, 2011 through November 18, 2011. Students on the waiting list and those from the second enrollment period will be prioritized and placed in January if funds are available.
- It is the responsibility of parents to insure that current emergency information is on file at their child's school.
- If the parent's three provider choices are not available, the district will contact the parent for their next choice of provider.
- Providers reserve the right to withdraw a student if three attempts to contact the parent have failed and a withdrawal letter has been mailed to the parent.
- Parent is required to sign a Student Learning Plan (SLP) before tutoring may begin.
- Accepted students who transfer from one eligible school to another eligible school may still be able to continue services. However, continued services will depend on availability.
- Tutoring services will end if the student transfers to a non-eligible school.
- Providers and/or district reserve the right to withdraw a student due to poor attendance or behavior issues.
- After each tutoring session, parents are required to pick their children up on time. Providers reserve the right to withdraw students whose parents are chronically tardy.
- Each student receives \$ 1183.00 worth of free tutoring. Tutoring will end for the school year once those funds are depleted or the deadline for tutoring is reached.
- A Provider Transfer request must be completed, signed by the parent and received by the district before a student is allowed to transfer from one provider to another.