

Anchorage School District

FREE TUTORING TO ELIGIBLE STUDENTS

If your child qualifies for free or reduced-price lunch and attends one of the following Title I schools, s/he may be eligible for Supplemental Education Services.

**ASD SES SCHOOLS FOR 2007-2008**

**AVAIL**

**Chinook Elementary**  
**Creekside Park Elementary**  
**Fairview Elementary**  
**North Star Elementary**  
**Ptarmigan Elementary**  
**Tudor Elementary**  
**Tyson William Elementary**  
**Williwaw Elementary**  
**Willow Crest Elementary**  
**Whaley Education Center**



Free Tutoring for Eligible Students  
**NCLB Supplemental Education Services**  
Frequently Asked Questions

**A student who qualifies for free or reduced-price lunch and who attends an ASD Title I school that has not made Adequate Yearly Progress for two or more years may apply for the following free extra academic help.**

Under the federal education law, No Child Left Behind (NCLB), some students who attend Title I schools that have reached an NCLB School Improvement Status of Level 2 or higher, are eligible for Supplemental Educational Services (SES). Supplemental Educational Service is extra academic assistance beyond the normal school day that school districts must provide free of charge to eligible students. If you choose to enroll in the program, you'll be able to select a program that best fits your child's needs from among a list of state-approved providers. We're sending you this notice to help you understand what SES is and what you must do to take advantage of this opportunity.

**WHAT ARE SUPPLEMENTAL EDUCATIONAL SERVICES?**

Supplemental educational services (SES) are academic programs beyond the school day designed to help students improve academic performance. Depending upon the provider, this service could take the form of one-on-one tutoring, small group instruction, or distance delivery (via computers or over the phone).

**WHO CHOOSES THE SES PROVIDER FOR MY CHILD?**

One of the most important features of SES is that the parents are the ones who will make choices for their children. You'll be able to choose from among different types of services, given by different providers, at different locations. Parents get to decide which provider is best for their child. Also, there is no obligation to enroll your child in SES. This is merely an additional option for eligible students.

**IS TRANSPORTATION PROVIDED?**

It is important to note that the district is **not** responsible for providing transportation to students for supplemental services.

**WILL ALL ELIGIBLE CHILDREN BE ABLE TO ENROLL IN THE PROGRAM?**

There are only a limited number of spaces in the SES program, so we may not be able to enroll every child whose parent applies. Until we hear from all parents whose children are eligible, we can't guarantee that your child will get a space.



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**IS PRIORITY GIVEN TO THE LOWEST ACHIEVING STUDENTS?**

In compliance with the federal law, we will give first priority to the lowest-achieving students. The achievement level will be based on the student's score on the statewide assessment program. In the case of a tie, we will select students by random lottery.

**WHAT IS THE APPLICATION DEADLINE?**

If you decide that you want to enroll your child in the SES program and choose one of the providers, we must receive the attached application by November 30th. Please mail or deliver the application to: ASD Title I Program, ASD Education Center, 5530 East Northern Lights Blvd., Anchorage, AK, 99504. If the application is not received by November 30<sup>th</sup>, your child may not be able to participate.

**WHEN WILL WE KNOW IF OUR CHILD'S APPLICATION HAS BEEN APPROVED?**

We will let you know by December 14th whether or not we have approved your child's application to participate in the SES program. At that time, we will also provide you with additional information on the next steps to begin services with the provider.

**WILL THERE BE A CHANCE TO MEET SES PROVIDERS?**

An SES Provider Fair was held on September 20<sup>th</sup>, 2007. This gave parents a chance to meet SES Providers, ask questions, and get assistance with completing applications. The SES Provider list contains contact information for each Provider, so a parent can use that contact information if s/he has questions for a Provider.

**WHO ARE THE SES PROVIDERS APPROVED BY THE STATE FOR THIS DISTRICT?**

Attached is a list of state-approved SES Providers; however, some on the list may not provide services to the Anchorage School District during 2007-2008.

**MORE QUESTIONS?**

If you have any more questions about the SES program or would like help in choosing a provider, please contact the ASD Title I office at 742-4496 or contact ASD Accountability at 742-7819.



Anchorage School District (ASD)  
NCLB Supplemental Educational Services

Procedures and Guidelines

**Purpose:** The purpose of Supplemental Educational Services (SES) as provided in the No Child Left Behind Act of 2001 (NCLB) is to increase the academic achievement of economically disadvantaged students in low-performing schools, by providing additional academic instruction outside of the regular school day or school year.

**Student Eligibility:** To be eligible to receive SES, a student must receive free or reduced-price lunch and attend a Title I school that is in NCLB School Improvement Status – Level 2\* – or higher as a result of not making Adequate Yearly Progress for two\* or more years. It is not required that the student be in a subgroup that did not make AYP or be in a grade level that was tested, though those issues may be considered in the student ranking described below if funds or capacity are at maximum.

**Student Priority Ranking:** Districts are required to set-aside a certain portion of their Title IA funds to provide for choice-related transportation and/or supplemental services. If the district's required set-aside or the capacity of approved Providers cannot meet the demand for services, eligible students will be ranked according to the greatest academic need as determined on state assessments.

**Parent Notification and Selection of Providers:** Schools in Level 2\* or higher must inform parents about SES. The Title I office will send a second notice to those parents whose students are eligible for service outlining the process and providing information about the service Providers available. Based on availability of funds and the capacity of each Provider, the district will then inform applicants in an authorization form as to which students may receive SES from a particular Provider. The authorization will include the Provider's contact information. Students may receive SES up to the SES per pupil funding limit for the district.

**Parent Responsibilities:** A parent of an eligible student may submit an application for services indicating a list of preferences for service Providers. Once the parent receives a form from the district authorizing service, the parent will make contact with the Provider to arrange for a meeting to create a "Statement of Goals" and must present the authorization of services form at that meeting. Parents are responsible for any transportation associated with the provision of supplemental services.

**Service Providers:** Information on the state-approved Providers will be supplied to the eligible schools. Schools should arrange with Providers to present program information to parents. This could be done, in part, at an SES fair at the school or in other informational

meetings. Written information should also be provided to parents. After the parent selects a Provider and is informed by the district via an authorization form that the student is granted service, the Provider, parent, and school representative develop a “Statement of Goals,” which is an agreement of services. The Provider provides SES in reading, writing, and/or math; administers pre- and post-assessments; and reports on student progress to the school and parent/student. The Provider submits monthly invoices to the district and receives payment for services, based on an hourly rate, and documented with attendance charts, up to but not exceeding the SES district per pupil funding limit for the school year.

**Statement of Goals Meeting:** The parent will contact the Provider to arrange a meeting to create the “Statement of Goals” and sign the agreement. If possible, a school representative will meet with the parent and the Provider to sign the agreement. If not, the Provider and the parent shall meet to develop and sign the agreement, and the Provider will forward it to the principal for approval and signature. Signed copies will be provided to all parties.

**Evaluation of Service Providers:** The school will distribute, collect, and submit parent satisfaction surveys, as requested, to the ASD Director of Accountability for forwarding to the State Department of Education and Early Development.

**Reports to School and Parent:** The Provider will provide the school and the parent with periodic progress reports as specified in the “Statement of Goals” agreement.

**Payment for Services:** The Provider will maintain accurate records of hours of services provided and charges per student on the appropriate form supplied by the district. The Provider will insure that total billings submitted for an individual student in a school year do not exceed the SES district per pupil funding limit.

**Attendance:** Parents must notify the Provider at least four hours before a scheduled session if the child is unable to attend. After two absences without the four-hour notification, services can be terminated. If the Provider wishes to terminate service, the Provider must request authorization from the school district. The Provider should also keep the parent informed as to the student’s attendance.

*\* In 2006-2007, the US Department of Education granted the Anchorage School District a flexibility agreement, which allows the ASD to implement Supplemental Educational Services at NCLB Level 2.*

*Additionally, in 2006-2007, the US Department of Education has granted the ASD the flexibility to be an SES Provider itself.*



## Anchorage School District Supplemental Educational Services (SES)

### Did you know your child could get FREE tutoring?

A child may be eligible for free tutoring if s/he qualifies for free or reduced-price lunch and attends a Title I SES school. If unsure about your child's eligibility, ask your child's teacher or principal for more information or call 742-7819. For more information about SES in the Anchorage School District, go online to [www.asdk12.org/NCLB](http://www.asdk12.org/NCLB)

### List of Approved Providers for the Anchorage School District

For more information about each provider, go online to [www.eed.state.ak.us/nclb/SES.html](http://www.eed.state.ak.us/nclb/SES.html)

#### A to Z In-Home Tutoring

Contact: *Michelle Gaertner*  
Address: *215 Centerview Drive, Suite 300, Brentwood, TN 37027*  
Phone: *1-866-505-2869 x111*  
Email: *Michelle.gaertner@atoztutoring.com*  
Website: *www.atoztutoring.com*

A to Z In-Home Tutoring provides tutoring to eligible students in the Anchorage, Matanuska-Susitna, and Fairbanks school districts. A to Z hires Alaska-certified teachers and educational professionals to tutor students individually in the comfort and convenience of their own homes or a mutually acceptable public location. All tutoring is one-to-one and strict chaperone policies result in parental involvement and family coaching from A to Z tutors. Tutoring programs are individualized to meet the specific academic needs of the student. Tutors use a variety of assessment tools throughout the duration of the program; pre-tests, post-tests and lessons are all aligned to Alaska performance standards.

#### Alaska Learning Labs (A Program of SERRC)

Contact: *Dan Henry*  
Address: *210 Ferry Way Juneau, AK 99801*  
Phone: *(907) 586-6806*  
Email: *danh@serrc.org*  
Website: *www.serrc.org/AKLabs/*

Alaska Learning Labs is a program of SERRC – Alaska's Educational Resource Center. SERRC has been supporting education in rural and urban Alaska for the past 30 years. SERRC has a track record of providing quality programs like ANSWER Camp and Alaska Close-Up at a low cost. Learning Labs is designed as an after school program. This program combines high quality elements designed to increase student achievement. Program components include: individual attention from a full-time onsite tutor, access to two nationally recognized web based computer tutorial programs, homework help, and a highly successful motivational incentive program to maintain student interest and keep attendance high.

#### Anchorage School District

Contact: *Zareena Clendaniel*  
Address: *5530 East Northern Lights Blvd., Anchorage, AK 99504*  
Phone: *907-742-7819*  
Email: *Clendaniel\_Zareena@asdk12.org*  
Website: *www.asdk12.org/NCLB*

The ASD SES program will provide intervention and remedial instruction to students in a small group setting at the student's home school. Days and times for tutoring will vary depending on the needs of the students at each school site and the availability of other programs at the school. The ASD model is one where teachers from the schools use research-based content and deliver intervention/remedial instruction to students in small groups. Pre/post assessments are used to determine growth and success of interventions. Instruction will be both small group and computer-based depending upon the needs of the individual students. Monthly progress reports pertaining primarily to student progress toward academic goals will be shared with parents.

## Catapult Online

Contact: *Raquel Whiting*

Address: *506 S. Central Avenue, Baltimore, MD 21202*

Phone: *(410) 843-6559*

Email: *Raquel.whiting@educate.com*

Website: *www.catapultonline.com*

Catapult Online provides of live, personalized, at-home tutoring. All instruction takes place on a free computer provided by Catapult Online. Each computer is “locked” to only allow access to Catapult Online until the program has been completed. When a student completes all their tutoring hours, the pre-test, and post-test, he/she earns the right to keep the computer (as determined by LEA/provider agreements). Our programs in math and reading use personalized, direct instruction to address each student’s specific skill gaps. U.S. state-certified teachers that have at least 2 years of successful teaching experience teach sessions online. Parents/guardians can access their child’s account online to see progress reports at any time during the program.

## Dr. Hardwick Learning Center

Contact: *Bettie Hardwick*

Address: *1415 Martin Street, Anchorage, AK 99504*

Phone: *(907) 337-0915*

Email: *dhlc@gci.net*

Dr. Hardwick Learning Center has been providing year-round one-to-one tutoring for students at all levels for over twenty years. At Dr. Hardwick Learning Center, we conduct an initial assessment to determine the student’s needs. We explain the results of the assessment to the student, the parents, and the classroom teacher. We then design a program of individualized instruction to meet the needs of the student. The teacher begins at the student’s level and progresses at the student’s pace, ensuring the mastery of concepts at each stage. As goals are met or needs change, the program is adjusted to address those changes. All instruction is done on a one-to-one basis at the Dr. Hardwick Learning Center site at 1415 Marten Street before and after school hours.

## Sylvan Learning Center of Anchorage

Contact: *Linda Freeman*

Address: *1840 S. Bragaw Street, Anchorage, AK 99508*

Phone: *(907) 561-2229*

Email: *sylvan@gci.net*

Website: *www.educate.com*

The Sylvan Learning Center has been guaranteeing and delivering educational results for 20 years in the Anchorage community. Students from all over the state of Alaska have attended our center and become stronger students as a result. At Sylvan, we ensure student success with a combination of personalized lesson plans, diagnostic testing, and caring instruction in a positive environment. Our center has been fully and continuously accredited for over ten years in kindergarten through twelfth grade instruction. Instructors are certified teachers who care about good education. Parents get constant feedback about their child’s progress, and as a student’s skills improve their lesson changes pace to match their achievements.

**Only a student qualifying for free or reduced-price lunch and attending one of the following Title I schools is eligible for SES.**

AVAIL, Chinook, Creekside, Fairview, North Star, Ptarmigan, Tudor, Tyson, Williwaw, Willow Crest, & Whaley Center.



## Anchorage School District

### STUDENT APPLICATION *for* SUPPLEMENTAL EDUCATIONAL SERVICES

**Student must qualify for free or reduced-price lunch and attend an SES Title I school.**

**PLEASE PRINT**

|   |                           |          |
|---|---------------------------|----------|
| Student <b>Last</b> Name                                  | Student <b>First</b> Name |          |
| ASD ID# ( <b>Required.</b> School staff please complete.) | School                    |          |
| Grade level in 2007-08                                    | Teacher(s)                |          |
| Street Address  | Apartment #               | Zip Code |
| Day Phone   | Evening Phone             |          |

Mark your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice from the following list of state-approved Providers.

| STATE-APPROVED PROVIDERS            | √ Mark <u>One</u><br>1 <sup>ST</sup> CHOICE | √ Mark <u>One</u><br>2 <sup>ND</sup> CHOICE | √ Mark <u>One</u><br>3 <sup>RD</sup> CHOICE |
|-------------------------------------|---|---|---|
| A to Z In-Home Tutoring             |   |   |   |
| Alaska Learning Labs                |   |   |   |
| Anchorage School District           |   |   |   |
| Catapult Online                     |   |   |   |
| Dr. Hardwick Learning Center        |   |   |   |
| Sylvan Learning Center of Anchorage |   |   |   |

**Application is due to the ASD by November 30, 2007 in order for your child to be considered for services.** Due to funding limits or lack of space in the programs available, not all students will be able to receive services. Students who are eligible for and apply for services will be ranked in order of greatest academic need in determining who will receive services. Once the application deadline has passed, the district will process all applications and notify parents whose children are authorized for service.

**Do not send your child for services until you have received authorization from the Anchorage School District.** By signing this form, I am authorizing release of contact information as well as release of student academic records to the state-approved Providers I selected above. Further, I understand that my child may not receive services if funding and space are not available for all eligible students. I will be notified by the Anchorage School District if my child is approved for services.

Parent/Guardian Signature

Date

**THREE WAYS TO RETURN THIS APPLICATION:**

1. Deliver application to the front office at student's school. (School staff; please FAX form on day received.)
2. School staff or parent may FAX application to 742-4482.
3. Mail application to *Title I Program, ASD Education Center, 5530 East Northern Lights Blvd., Anchorage, AK, 99504*

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AVAIL, Chinook, Creekside, Fairview, North Star, Ptarmigan, Tudor, Tyson, Williwaw, Willow Crest, & Whaley Center.