



ANCHORAGE SCHOOL DISTRICT
NCLB SUPPLEMENTAL EDUCATIONAL SERVICES

PROCEDURES and GUIDELINES

Purpose: The purpose of Supplemental Educational Services as provided in the No Child Left Behind Act of 2001 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.

Benefits of SES: If the student's tutor provides effective instruction that targets the student's academic needs and the student actively participates during each scheduled session, academic gains should be expected.

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 Alaska 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. (Provider attendance policies may vary. If so, the Statement of Goals will reflect the Provider’s attendance policy.)

** 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.



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, 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 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 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.

WHAT ARE THE BENEFITS OF SES?

If the student's tutor provides effective instruction that targets the student's academic needs and the student actively participates during each scheduled session, academic gains should be expected.



Free Tutoring for Eligible Students
NCLB Supplemental Education Services
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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, the ASD must receive first round applications by November 7. 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 7, your child may not be able to participate.

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

On about November 17 notifications will be mailed to households about whether your child's application to participate in the SES program has been approved. At that time, we will also provide you with additional information on the next steps to begin services with the provider.

WHICH ASD TITLE I SCHOOLS WILL BE OFFERING SES TO ELIGIBLE STUDENTS IN 2008-2009?

Airport Heights, AVAIL, Chinook, Fairview, Lake Otis, North Star, Nunaka Valley, Ptarmigan, Tudor, Tyson, Whaley Education Center, Williwaw and Willow Crest.

WHO ARE THE STATE-APPROVED SES PROVIDERS FOR THIS DISTRICT?

This Web site contains a list of the state-approved SES Providers who plan to provide services to ASD students.

MORE QUESTIONS?

If you have any more questions about the SES program or would like help in choosing a provider, please contact Sherry Girard at the ASD Title I office at 742-4490 or Girard_Sherry@asdk12.org.

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 2008-2009

Airport Heights Elementary

AVAIL, 9-12

Chinook Elementary

Fairview Elementary

Lake Otis Elementary

North Star Elementary

Nunaka Valley Elementary

Ptarmigan Elementary

Tudor Elementary

Tyson Elementary

Whaley Education Center

Williwaw Elementary

Willow Crest Elementary



Anchorage School District Supplemental Educational Services SES 2008-2009

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 742-4490.

For more information about SES in the Anchorage School District, go online to www.asdk12.org/NCLB

List of State-Approved Providers for the Anchorage School District

For more information about each provider, go online to www.eed.state.ak.us/nclb/SES.html

A to Z In-Home Tutoring

Contact: *Krista Aguirre*

Address: *215 Centerview Drive, Suite 300, Brentwood, TN, 37027*

Phone: *1-866-505-2869 x145*

E-mail: *Krista.Aguirre@atoztutoring.com*

Website: *www.atoztutoring.com*

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; pretests, post-tests and lessons are all aligned to Alaska performance standards.

Alaska Learning Labs

Contact: *Carmen Davis*

Address: *1016 West 6th Avenue, Suite 401, Anchorage, AK 99501*

Phone: *907-349-0651*

E-mail: *CarmenD@serrc.org*

Website: *www.serrc.org/AKLabs/*

Alaska Learning Labs is a program of SERRC. SERRC has been supporting education in rural and urban Alaska for the past 30 years. SERRC has a track record of providing quality programs. Alaska 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: *Sherry Girard*

Address: *5530 East Northern Lights Blvd., Anchorage, AK 99504*

Phone: *907-742-4490*

E-mail: *Girard_Sherry@asdk12.org*

Website: *www.asdk12.org/NCLB*

The ASD SES program provides intervention and remedial instruction to students in small groups at the home school. Days and times for tutoring vary depending on the needs of the students and the availability of other programs at the school. The ASD model involves the school's teachers using 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 on the needs of the students. Monthly progress reports will be shared with parents. *The U.S. Department of Education has approved the ASD to directly provide supplemental services to its students.*

Club Z! In-Home Tutoring Services

Contact: *Lisa Stitt*

Address: *PO Box 234252, Anchorage, AK, 99523*

Phone: *907-770-9035*

E-mail: *clubz@gci.net*

Website: *www.clubztutoring.com*

Club Z! provides services for both reading and mathematics and specializes in working with all students, including students with disabilities, and English Language Learners. Club Z! offers two programs of instruction. Those who choose in-home tutoring services will have tutors travel directly to the student's home for one-on-one instruction, so transportation is not required. The option to have students instructed in a small group setting with no more than 5 students per instructor is also available. Club Z! Choice sessions can be held at the local school, community center or some other public location directly after regular school hours, at times convenient for parents/guardians.

Dr. Hardwick Learning Center

Contact: *Bettie Hardwick*
 Address: *1415 Martin Street, Anchorage, AK, 99504*
 Phone: *907-337-0915*
 E-mail: *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 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.

Educate Online

Contact: *Joshua King*
 Address: *506 S. Central Avenue, Baltimore, MD, 21202*
 Phone: *1-866-98-EDUCATE*
 E-mail: *Josh.King@educate-online.com*
 Website: *www.educate-online.com*

Educate Online provides live, personalized, at-home tutoring. All instruction takes place on a computer provided by Educate Online. Each computer is locked to only allow access to Educate Online. Our math and reading programs use personalized, direct instruction to address each student's specific skill gaps. Our teachers complete a training program before working with students. Parents/guardians can access the child's account online to see progress reports. The reports are updated after each session. We also make regular courtesy calls to parents to check on their satisfaction, remind them of upcoming sessions, and provide feedback/encouragement. Grades 3-12 only.

Nine Star Enterprises, Inc.

Contact: *David Alexander*
 Address: *125 West 5th Avenue, Anchorage, AK, 99501*
 Phone: *907-279-7827*
 E-mail: *DavidA@ninestar.com*
 Website: *www.ninestar.com*

The instructional activities in our tutoring programs have brought excellent results to the students we've served from third grade through high school seniors. The primary activity is on-site computer based instruction using programs that have a new set of challenges daily. The secondary activity is work one to one, or in small groups, with our interested, capable staff members. The concepts taught are reinforced in follow-up one to one instruction after initial introduction on the computer. Interested, skillful instructors pay close attention to the ideas, interests and concerns of the students. SES tutoring in reading and writing only.

Sylvan Learning Center of Anchorage

Contact: *Linda Freeman*
 Address: *1840 S. Bragaw Street, Anchorage, AK, 99508*
 Phone: *907-561-2229*
 E-mail: *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. 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:

Airport Heights
 AVAIL
 Chinook
 Fairview
 Lake Otis
 North Star
 Nunaka Valley
 Ptarmigan
 Tudor
 Tyson
 Whaley Education Center
 Williwaw
 Willow Crest



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 Last Name	Student First Name	
ASD ID# (Required. School staff please complete.)	School	
Grade Level in 2008-09	Teacher(s)	
Street Address	Apartment #	Zip Code
Day Phone	Evening Phone	

Mark a 1st, 2nd and 3rd choice from the following list of state-approved SES providers.

STATE-APPROVED PROVIDERS	√ Mark <u>One</u> 1 ST CHOICE	√ Mark <u>One</u> 2 nd CHOICE	√ Mark <u>One</u> 3 rd CHOICE
A to Z In-Home Tutoring			
Alaska Learning Labs			
Anchorage School District			
Club Z! In-Home Tutoring Services			
Dr. Hardwick Learning Center			
Educate Online			
Nine Star Enterprises, Inc.			
Sylvan Learning Center of Anchorage			

This application is due to the ASD by November 7, 2008 in order for your child to be considered for services. Due to funding limits or lack of space in the programs, not all students may 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 this 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 should FAX this form on the 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*

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

Airport Heights, AVAIL, Chinook, Fairview, Lake Otis, North Star, Nunaka Valley, Ptarmigan, Tudor, Tyson, Whaley Education Center, Williwaw and Willow Crest