



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.