

2009 No Child Left Behind Technical  
Assistance

**Supplemental Educational  
Services (SES)**

Mercer County Community College

West Windsor, New Jersey

April 1 & 2, 2009

# Supplemental Educational Services – General Comments

Required of all schools in at least their second year of improvement

Tutoring provided by providers approved by the state

Designed to increase eligible students' academic achievement in a subject or subjects that the state includes in its assessments, which may include reading/language arts, mathematics, science, as well as English language proficiency for students with limited English proficiency

# Supplemental Educational Services – General Comments

Provided outside of the regular instructional day

Includes responsibilities for the State, districts, parents, providers, and students

Provided to eligible children (based on income not academic criteria, unless . . . .)

There is a significant amount of administrative work involved for the State, the district, and the providers

# Supplemental Educational Services – Monitoring Findings

Over the last 5+ years of monitoring we have found the following:

- Notification letters did not always include the required information or had disincentive language included in the notification
- In cases where districts were providers the notices to parents were heavily slanted toward the district
- Notification letters were not sent out in a timely manner

# Supplemental Educational Services – Monitoring Findings

Monitoring findings (continued):

- SES were not provided in a timely manner
- SES per child amount was not calculated properly (2 issues)
- Students were denied services because of their academic performance
- Ineligible students received SES (schoolwide programs primarily)

# Supplemental Educational Services – Monitoring Findings

## Monitoring findings (continued):

- Agreements did not always include the required elements
- SES were not offered at all during the year
- Progress reports were not provided or not provided according to the schedule agreed to by the district and the provider
- Procedures for parents to respond were too restrictive, too complex, too confusing, or the timelines were not realistic

# Supplemental Educational Services – Monitoring Findings

Monitoring findings (continued):

- Some LEAs predetermined which SES providers would be allowed to provide services in their LEA
- SES were only offered to students in certain grades (e.g., only in the tested grades)

General point:

- In states where we collected 3-year trend data, there appeared to be significant discrepancies in some cases

# Supplemental Educational Services – October 2008 Regulations

## Timely and Clear Notification to Parents

- SES notification must be clear and concise and distinguishable from other school-related information that parents receive
- Parents must be notified of their option for public school choice at least 14 days prior to the beginning of school (will have impact if SES is included)

# Supplemental Educational Services – October 2008 Regulations

## Access to Information on District Implementation of Public School Choice and SES

- Districts must include the following information on their websites:
  - The number of students who were eligible for and who participated in SES (as of SY2007-2008)
  - List of SES providers approved to serve the district
  - List of schools to which students can transfer under public school choice

# Supplemental Educational Services – October 2008 Regulations

## State Education Agency Responsibilities:

- Post, for each district, the amount of funds that must be spent on public school choice, SES, parent outreach, and the maximum SES per child amount
- Identify those providers that can serve LEP students and students with disabilities
- Develop, implement, and publicly report the standards and techniques it uses to monitor how districts implement SES

# Supplemental Educational Services – October 2008 Regulations

## Provider Approval Process

- Evidence that a provider's instructional methods and content are aligned with state academic content and student academic achievement standards, are of high quality, research based and specifically designed to increase the academic achievement of eligible children
- Information as to whether a provider has been removed from any state's list of approved providers

# •Supplemental Educational Services – October 2008 Regulations

## Provider Approval Process (continued)

- Parent recommendations or results from parent surveys
- Any evaluation results demonstrating that a provider's instructional program has improved student achievement

# Supplemental Educational Services – October 2008 Regulations

State Monitoring of SES Provider Effectiveness – Before Renewing or Withdrawing a Provider a State Must Examine Evidence That a Provider’s Instructional Program:

- Is consistent with the instruction provided and content used by the district and the state
- Addresses students’ individual needs as described in their SES plans
- Has contributed to increasing students’ academic proficiency
- Is aligned with the state’s academic content and student academic achievement standards

# Supplemental Educational Services – October 2008 Regulations

## Costs for Parent Outreach:

- Allows districts to expend a portion of the 20% required for public school choice and SES for parent outreach and assistance

# Supplemental Educational Services – October 2008 Regulations

Use of Funds for Public School Choice and SES - Before Reallocating Funds Set Aside for Public School Choice and SES a District Must:

- Partner with outside groups to inform parents
- Ensure that parents have a genuine opportunity to sign up for public school choice or SES
  - Providing timely, accurate notice to parents
  - Ensuring that sign up forms are made widely available
  - Providing two enrollment windows for SES

# •Supplemental Educational Services – October 2008 Regulations

Use of Funds for Public School Choice and SES - Before  
Reallocating Funds Set Aside for Public School Choice and SES  
a District Must (continued):

- Ensure that SES providers are given access to school facilities on the same terms these facilities are made available to other groups
- Maintain records demonstrating that the district has met the criteria listed above
- Inform the state of the amount to be reallocated

# Supplemental Educational Services – October 2008 Regulations

## The State Must Also:

- Ensure, through regular monitoring, that a district that uses reallocated funds for allowable activities has met the criteria listed previously
- Monitor, by the beginning of the next school year, districts that reallocate a significant portion of its 20% requirement or that has been the subject of multiple complaints regarding its implementation of public school choice and SES

# Provider Criteria

Providers approved by the state must:

- Have a demonstrated record of effectiveness in increasing the academic achievement of students
- Be capable of providing instruction that is:
  - High quality, research based
  - Consistent with the instructional program of the LEA
  - Aligned with state standards
  - Secular, neutral and nonideological

# Provider Criteria

Providers approved by the state must (continued):

- Be financially sound
- Provide SES consistent with Federal, State, and local health, safety, and civil rights laws

But providers don't have to hire only staff who meet the “highly qualified” requirements in section 1119 of the ESEA as amended

# Supplemental Educational Services – Provider Agreements

## Required elements:

- A statement of specific achievement goals, how progress will be measured, and a timetable for improving achievement
- How parents and teachers will be regularly informed of the student's progress
- Provide for the termination of the agreement if the provider is unable to meet the goals and timetables

# Supplemental Educational Services – Provider Agreements

Required elements (continued):

- Provisions with regard to making payments to the provider
- Prohibit the provider from disclosing to the public the identity of any student eligible for or receiving SES

# Supplemental Educational Services – State Education Agency Responsibilities

SEA responsibilities include:

- Consulting with parents, LEAs and interested members of the public to promote maximum participation by providers
- Providing and disseminating annually information on the opportunity to provide SES and the process for obtaining approval
- Developing and applying objective criteria for approving potential providers
- Maintaining an updated list of providers (including SWD and LEP information)

# Supplemental Educational Services – State Education Agency Responsibilities

SEA responsibilities include (continued):

- Posting information on its website each LEA's 20% obligation amount for public school choice and SES and the maximum per child amount
- Developing, implementing, and publicly reporting on standards and techniques for monitoring the quality and effectiveness of SES and the process for removing providers
- Developing, implementing, and publicly reporting on standards and techniques for monitoring an LEA's implementation of SES

# Supplemental Educational Services – State Education Agency Responsibilities

SEA responsibilities include (continued):

- Monitoring each LEA's implementation of SES
- In addition to the regular monitoring, reviewing by the beginning of the next school year any LEA that spends significantly less than the amount needed to meet its 20% obligation and has been subject to multiple, credible complaints regarding implementation of public school choice and SES requirements

# Supplemental Educational Services – Local Education Agency Responsibilities

LEA responsibilities include:

- Notifying parents about the availability of SES
- Helping parents choose a provider, if requested
- Applying fair and equitable procedures for serving students if not all students can be served
- Ensuring that eligible SWD and LEP students receive appropriate services
- Entering into an agreement with a provider selected by the parents of an eligible student

# Supplemental Educational Services – Local Education Agency Responsibilities

LEA responsibilities include (continued):

- Assisting the SEA in identifying potential providers within the LEA
- Protecting the privacy of students who are eligible for or receive SES
- Prominently display on its website – the number of students who were eligible for and who participated in SES and the list of providers approved by the SEA to serve that LEA and the location where services are provided

# Supplemental Educational Services – Local Education Agency Responsibilities

LEA responsibilities include (continued):

Meeting its 20% obligation – if an LEA spends less than its 20% obligation it must either: a) spend the remainder of that obligation in the subsequent school year, or b) meet the criteria in section 200.48(d)(2)(I) of the Title I regulations

# Supplemental Educational Services – Local Education Agency Responsibilities

Parental notifications must:

1. Explain how parents can obtain SES for their child
2. Identify each approved provider within the LEA or in its general geographic location, including providers that are accessible through technology
3. Describe briefly the services, qualifications, and evidence of effectiveness for each provider
4. Indicate providers that are able to serve students with disabilities and LEP students
5. Include an explanation of the benefits of receiving SES

# Supplemental Educational Services – Local Education Agency Responsibilities

The notice to parents must also be:

1. Easily understandable, in a uniform format, and to the extent practicable in a language the parents can understand
2. Clear and concise and clearly distinguishable from other information on school improvement that a district ends to parents

# Supplemental Educational Services – Provider Responsibilities

Provider responsibilities include:

- Enabling the student to attain his or her specific achievement goals
- Measuring the student's progress and regularly informing the student's parents and teachers of that progress
- Adhering to the timetable for improving the student's achievement

# Supplemental Educational Services – Provider Responsibilities

Provider responsibilities include (continued):

- Ensuring that it does not disclose to the public the identity of any student eligible for or receiving SES without the parent's written permission
- Providing SES consistent with applicable health, safety and civil rights laws
- Providing SES that are secular, neutral and nonideological

# Supplemental Educational Services – Parent Outreach/Communication Tips

Written communication should be free of technical language and jargon – e.g., “free tutoring” in addition to “supplemental educational services”

Have parent groups, possibly a parent advisory council, review letters for clarity and ease of understanding

Augment what is in the notification letter with attachments (e.g., information on providers) to keep letters concise

# Supplemental Educational Services – Parent Outreach/Communication Tips

Use a variety of methods to communicate directly with parents about the availability of SES – letters, backpacks, e-mail, flyers, brochures, websites (prominently displayed)

Involve your state’s PIRC – Parent Information Resource Center (Prevent Child Abuse in New Brunswick, NJ)

Develop Public Service Announcements (PSAs)

Put up community billboards

Place posters in schools (in multiple languages where necessary)

# Supplemental Educational Services – Parent Outreach/Communication Tips

Name or designate a school-level contact to streamline communication and provide consistency in responses, e.g., parent liaison, guidance counselor, etc.

Develop a Frequently Asked Questions (FAQs) document

Develop a list of questions for parents to ask prospective providers

# Supplemental Educational Services – Parent Outreach/Communication Tips

Offer provider fairs or combine with already scheduled meetings, e.g., open houses or back-to-school night

Develop an informational script for school secretary or other staff to use

Coordinate with other school services, e.g., other before or after school care programs, migrant programs, reading initiatives

Have translators available to assist at parent events, if necessary

# Supplemental Educational Services – Parent Outreach/Communication Tips

Place posters at local faith-based organizations and community centers

Provide on-campus assistance to help parents complete registration forms

Involve parents or parent organizations (PTO, PTA) in planning “marketing” strategies

Place flyers and brochures at local grocery stores, pharmacies, banks, and shopping centers

# Questions

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