



Joel I. Klein  
Chancellor



# NYC Department of Education Supplemental Education Services Training for Parent Coordinators

2009 - 2010





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## Items for Discussion

- Basics of SES
- 2009-10 Parent Timeline
- SES Provider Selection Process
- The Role of the Parent Coordinator
- The First Tutoring Session
- Frequently Asked Questions (FAQ)

## Basics of SES

- What are Supplemental Educational Services (SES)?
  - Tutoring provided by approved providers outside of regular school day
  - Tutoring can take place before or after school or on weekends in a group, one-on-one or online setting
  - Parent choice program - they select provider
- Which students are eligible for services?
  - Title I schools identified by NYSED as: in need of improvement Years 1 and 2 (as of FY 2010), in corrective action, or restructuring
  - Student must qualify for "Free Lunch" (meal code "A" or "1" in ATS)

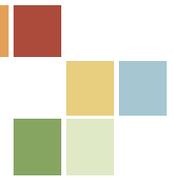


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## Basics of SES

Supplemental  
Educational  
Services



- What is a Title I School in Need of Improvement?
  - NYSED identifies public schools without adequate yearly progress (AYP)
  - Identification is based on student achievement on:
    - State assessments in English Language Arts (ELA) & Math in grades 3-8 for Elementary/Middle Schools
    - Student progress in ELA & Math for High School & graduation rates
- Who are the Providers?
  - NYSED approves community organizations, school districts, faith-based groups, not-for-profit and for-profit educational companies and individual as SES providers
  - There are over 40 approved, active providers in NYC

Parents may select any provider in the city,  
BUT transportation is not provided.



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# 2009-10 Parent Timeline



| SES PROGRAM TIMELINE FOR 2009 - 2010 |  |
|--------------------------------------|--|
| Early September 2009                 | An SES information package will be back-packed home with eligible students.  |
| September-October 2009               | Attend an NCLB information session/Provider Fair at your child's school to learn more about the SES process.                     |
| October 2009                         | Submit completed enrollment form to the Provider.  |
| October 2009                         | Enrollment Forms are processed and providers contact parents with the start date and location of student program.                |
| <b>October 19, 2009</b>              | <b>Supplemental Educational Services begin.<br/>Enrollment is ongoing through April 30, 2009.</b>                                |
| January 2010                         | An SES information package will be back-packed home with eligible students in newly identified schools.                          |
| January 2010                         | Newly identified schools will conduct NCLB information sessions/Provider Fairs to help parents learn more about the SES process. |
| January 2010                         | Submit completed enrollment form to the Provider.  |
| January-February 2010                | Enrollment forms are processed and providers contact parents with the start dates and location of student program.               |
| February 23, 2010                    | Supplemental Educational Services begin for newly identified schools.  |
| April 30, 2010                       | Last day for providers to submit enrollment forms to the ISC.  |
| <b>June 30, 2010</b>                 | <b>Last day of SES services</b>  |



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## SES Provider Selection Process



- Parent receives SES packet, which includes:
  - Parent notification letter
  - Provider Directory
  - SES Enrollment Form
- Parent obtains information and makes a selection
  - Review content of SES packet
  - Contact providers to ask questions
  - Attend an NCLB orientation at the school
  - Attend a provider fair at the school
- Parent fills out SES Enrollment Form and returns to the provider - **there is no pre-enrollment form**
- SES is a parent choice program; parents may select any provider in NYC who is contracted with the DOE

# Sample Application 2009-10



## Supplemental Educational Services Enrollment Form October 2009-June 2010 Servicios educativos suplementarios Formulario de inscripción de octubre 2009 a junio 2010

OFFICE USE ONLY  
DATE/TIME RECEIVED \_\_\_\_\_  
RECEIVED \_\_\_\_\_

**PARENTS: PLEASE COMPLETE THIS ENROLLMENT FORM AND RETURN IT TO YOUR SELECTED PROVIDER  
A LOS PADRES: POR FAVOR COMPLETE ESTE FORMULARIO DE INSCRIPCIÓN Y DEVUÉLVALO AL PROVEEDOR QUE SELECCIONÓ**

**SCHOOLS: Affix ATS Information Label for eligible students here**

**NOTE: Application will not be processed without an ATS Student Information Label**

### 1. Parent/Guardian update your contact information Uno de los padres o tutores ponga al día su información de contacto

First Name / Nombre \_\_\_\_\_ Last Name / Apellido \_\_\_\_\_  
Address / Domicilio particular \_\_\_\_\_ Apt. / Apartamento \_\_\_\_\_  
City / Ciudad \_\_\_\_\_ State / Estado \_\_\_\_\_ ZIP / Código postal \_\_\_\_\_  
Home Phone / Teléfono particular \_\_\_\_\_ Cell Phone / Teléfono celular \_\_\_\_\_  
E-mail / Correo electrónico \_\_\_\_\_

### 2. PROVIDER SELECTION SELECCIÓN DEL PROVEEDOR

As a Parent/Guardian of an SES eligible student, I choose the provider shown below based upon my understanding of the services they provide and knowledge of my child's needs. If this form is signed without my vendor selection, or another party completes the vendor selection, this FORM will be null and void.

Como uno de los padres o tutores de un estudiante que califica para SES, elijo al proveedor que se muestra a continuación basado en mi comprensión de los servicios que proporciona y el conocimiento de las necesidades de mi hijo. Este FORMULARIO quedará sin fuerza legal si lo firmo sin elegir a mi proveedor o si otra parte completa la elección de proveedor.

Provider Name / Nombre del proveedor \_\_\_\_\_ ID Number / N.º de identificación \_\_\_\_\_ Service Code / Código de servicio \_\_\_\_\_

### 3. PROGRAM SERVICE SERVICIO DEL PROGRAMA

### 4. CONSENT TO ENROLL STUDENT IN SES PROGRAM AND TO SHARE STUDENT INFORMATION FORMULARIO DE CONSENTIMIENTO PARA INSCRIBIR AL ESTUDIANTE EN UN PROGRAMA SES Y COMPARTIR SU INFORMACIÓN

I request that my child receive Supplemental Educational Services from the provider listed above. I give permission to the NYCDOE to disclose pertinent information about my child to the service provider. The confidentiality of all student records shall be maintained in compliance with applicable state and federal laws. I also give my permission to the provider to submit this form to the ISC on my behalf.

Solicito que mi hijo reciba Servicios educativos suplementarios de la lista de proveedores descrita arriba. Doy mi autorización al Departamento de Educación de la Ciudad de Nueva York para divulgar información pertinente sobre mi hijo al proveedor de servicios. Se mantendrá la confidencialidad de todos los archivos estudiantiles en cumplimiento de las leyes estatales y federales. También doy mi autorización al proveedor de enviar este formulario al ISC en mi nombre.

Parent/Guardian Signature / Firma de uno de los padres o tutores: \_\_\_\_\_ Date / Fecha: \_\_\_\_\_

### 5. PROVIDER SIGNATURE FIRMA DEL PROVEEDOR

By signing this form you agree to provide the services listed above in accordance with your Supplemental Educational Services contract with New York City Public Schools. You also agree that you have sufficient capacity to provide the requested services.

Authorized Provider Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**Provider must contact Parent/Guardian to notify them of the start date and location of service.  
El proveedor debe comunicarse con uno de los padres o tutores para informarles de la fecha de inicio y lugar del servicio.**



# How to Fill out the Provider Selection Form

**INSTRUCTIONS**

**STEP I:** Review the Provider Directory and speak with a representative to find the best provider for your child.

**STEP II:** Fill out the SES Enrollment Form

1. **UPDATE CONTACT INFORMATION:** Fill out your current contact information for the provider.
2. **PROVIDER SELECTION:** Find the provider name and provider ID number in the directory and print it in the appropriate sections of the enrollment form in the boxes provided.
3. **PROGRAM SERVICE SELECTION**
  - i. Once you have decided which provider you would like for your child:
  - ii. Talk with the provider to determine if the program would best suit your child's needs.
  - iii. Find the related program service code that corresponds with the program of your provider in the Provider Directory and print the unique 2 digit provider service code in the program service selection boxes provided on the enrollment form.
4. **CONSENT TO ENROLL STUDENT IN AN SES PROGRAM AND TO SHARE STUDENT INFORMATION**
  - i. read the consent statement
  - ii. sign and date the enrollment form
5. **PROVIDER SIGNATURE**
  - i. Provider signs and dates the provider selection form

**STEP III:** Return the completed SES enrollment form to your selected provider so they can submit it for processing.

**STEP IV:** Call or email your selected provider if you haven't heard from them regarding the start date, time and location of their program for your child.

**STEP V:** On the first day of tutoring, go with your child so that you can help to develop your child's Student Education Plan. Be sure to sign the plan and get a copy.

**INSTRUCCIONES**

**1.º PASO:** Revise el Directorio de Proveedores y hable con un representante a fin de conseguir el mejor proveedor para su hijo.

**2.º PASO:** Complete el formulario de inscripción en los servicios educativos suplementarios (SES, por sus siglas en inglés)

1. **INFORMACIÓN DE CONTACTO ACTUALIZADA:** Complete su información actualizada para el proveedor.
2. **SELECCIÓN DEL PROVEEDOR:** Encuentre el nombre del proveedor y su número de identificación y escribalos en letra de imprenta en las secciones correspondientes del formulario de inscripción dentro de las casillas provistas para esto.
3. **SELECCIÓN DE PROGRAMA DEL SERVICIO**
  - i. Una vez que haya decidido qué proveedor le gustaría para su hijo:
  - ii. Hable con el proveedor para determinar si el programa es el que mejor cubre las necesidades académicas del alumno.
  - iii. Busque en el Directorio de Proveedores el código para el programa del servicio que le corresponda al programa de su proveedor. Escriba en letra de imprenta el código único de servicio compuesto por dos dígitos dentro de las casillas para la selección de programas del servicio que se proveen en el formulario de inscripción.
4. **FORMULARIO DE CONSENTIMIENTO PARA INSCRIBIR AL ESTUDIANTE EN UN PROGRAMA SES Y COMPARTIR SU INFORMACIÓN**
  - i. Lea la carta de autorización
  - ii. Firme y feche el formulario de autorización
5. **FIRMA DEL PROVEEDOR**
  - i. El proveedor firma y fecha el formulario de selección del proveedor

**3.º PASO:** Devuélvale el formulario de inscripción de los SES al proveedor que seleccionó para que el proveedor pueda entregarlo con el fin de que se procese la solicitud.

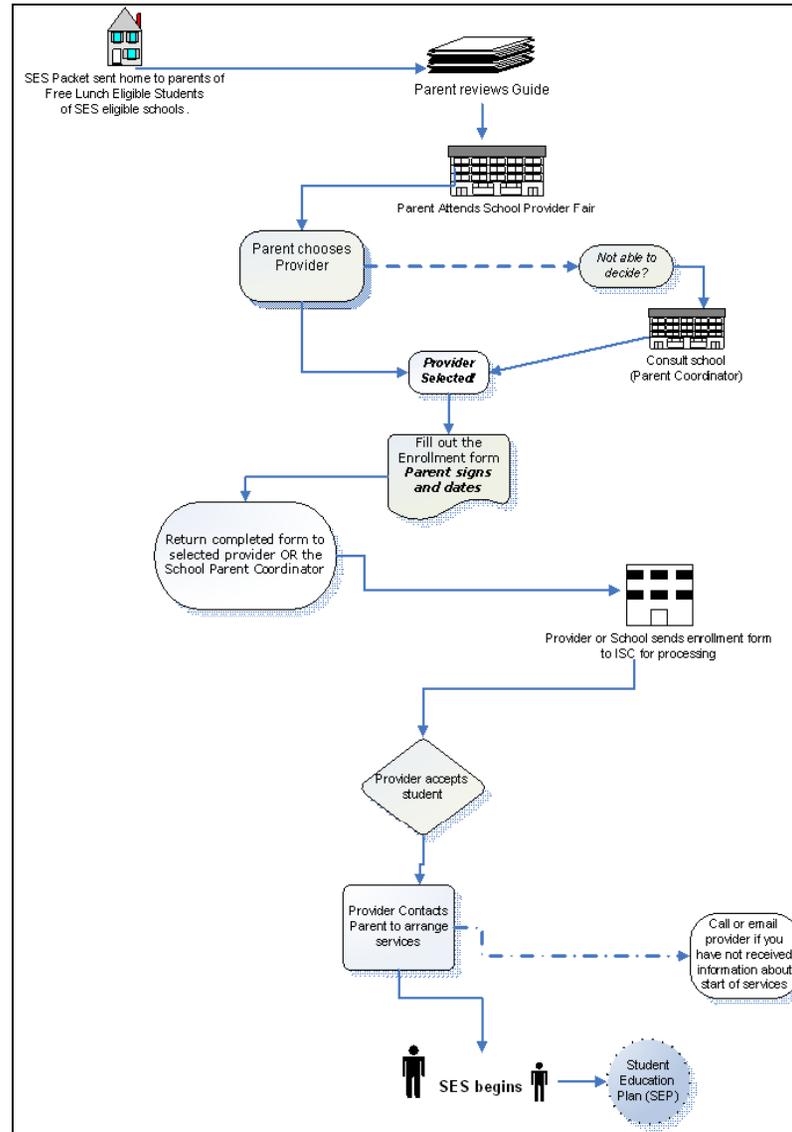
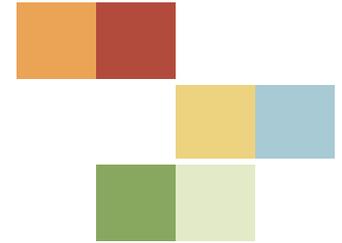
**4.º PASO:** Llame o envíele un correo electrónico al proveedor que usted seleccionó en caso de no haber recibido información del proveedor sobre la fecha de inicio, la hora y el lugar del programa que ofrece para su hijo.

**5.º PASO:** El primer día de tutoría académica asista con su hijo para que pueda contribuir a elaborar el Plan de educación estudiantil (SEP, por sus siglas en inglés). Asegúrese de firmar el plan y obtener una copia.

# SES Provider Selection Process

- Parent submits completed form to Provider or the Parent Coordinator at the school. Parents may also submit the completed form to the ISC.
  - Provider submits form to the borough ISC for processing
- Provider contacts parent to make arrangements for the start of services. Provider must begin services within thirty (30) days of accepting student
- Parent attends first tutoring session with child and provider to develop the Student Education Plan
- Parent receives quarterly attendance/progress reports from the Provider regarding the progress of his/her child

# SES Parent Selection Process



# Role of the Parent Coordinator

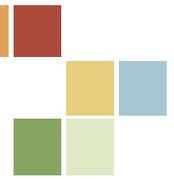
- Assists in generating labels for eligible students
- Assists in putting labels on provider selection forms
- Assists with distribution of SES packets to eligible students only
- Assists principal with the school orientation session and provider fair
- Assists parents to understand the criteria for SES and the selection process
- Encourages participation at the school provider fair
- Conducts parent outreach for SES - not individual providers
- Encourages parents to attend first tutoring session to complete student plan
- Is available during monitoring visits
- Parent Coordinators should contact Angel R. Rivera for guidance related to SES services in schools and Frank Lanore for guidance about vendor activity



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## The First Tutoring Session

- Provider conducts a pre-assessment to determine the areas for improvement for each student
- Provider and parents sit together to complete the Student Education Plan
  - Specific achievement goals based on student's educational needs
  - Timetable for improvement achievement
  - Description of how student progress will be measured
- Providers must give a copy of the student plan to parent and school
- Providers must complete Student attendance/progress reports quarterly for each student and give a copy to the parent and school



## Student Attendance/Progress Report

| Student Details   |                                    |   |   |                    |
|---|------------------------------------|---|---|--------------------|
| First Name : RKQJJCXE   | Last Name : BPXTJUGT               |   |   |                    |
| Grade : 07  | Special ED/ELL :                   |   |   |                    |
| School DBN : 21K228   | School Name : IS 228 DAVID A BOODY |   |   |                    |
| Provider/Session Details  |                                    |   |   |                    |
| Provider Name : PROVIDER LLP.   | Provider ID : 00                   |   |   |                    |
| Service name : ELA/Reading Group (01)   | Service ID : 1                     |   |   |                    |
| Service Start Date : 04/15/2008   | Service End Date : 06/30/2009      |   |   |                    |
| Attendance  |                                    |   |   |                    |
| Max Hrs of Service : <b>45.00</b>   |                                    | Hours to Date : <b>14</b>                   |   |                    |
| Service Date  | Start Time                         | End Time                                    | Minutes                                   | Hours              |
| 07/01/2008  | 4:00 PM                            | 6:00 PM                                     | 120                                       | 2.000000           |
| 08/01/2008  | 10:00 AM                           | 12:00 PM                                    | 120                                       | 2.000000           |
| 06/15/2008  | 9:00 AM                            | 11:00 AM                                    | 120                                       | 2.000000           |
| 04/20/2008  | 1:00 PM                            | 3:00 PM                                     | 120                                       | 2.000000           |
| 07/02/2008  | 3:00 PM                            | 5:00 PM                                     | 120                                       | 2.000000           |
| 07/03/2008  | 3:00 PM                            | 5:00 PM                                     | 120                                       | 2.000000           |
| 07/04/2008  | 3:00 PM                            | 5:00 PM                                     | 120                                       | 2.000000           |
|   |                                    |   | <b>Total Hours:</b>                       | <b>14.000000</b>   |
| Academic Progress   |                                    |   |   |                    |
| Subject   | Core Perf Type                     | Core Performance Detail                     | Evaluation / Measurement/Assessment Tools | Progress Indicator |
| ELA/Reading   | Reading                            | Identify opportunities for improvement o... | Found improvement                         | Proficient         |
| Certification of Provision of Services  |                                    |   |   |                    |
| <p><b>I hereby certify that I have provided Supplemental Educational Services to the above named student on the dates and for the duration indicated herein. I also certify that a copy of this report was mailed / given to the student's parent and school. I understand that when completed and filed, this form becomes a record of the Department of Education and that any material misrepresentation may subject me to criminal, civil and or administrative action.</b></p> |                                    |   |   |                    |
| Instructor Name: _____  | Instructor Signature: _____        |   | Date: _____                               |                    |
| Supervisor Name: _____  | Supervisor Signature: _____        |   | Date: _____                               |                    |
| Parent Name: _____  | Parent Signature: _____            |   | Date: _____                               |                    |
|  <a href="#">Print</a>  <a href="#">Close</a>   |                                    |   |   |                    |



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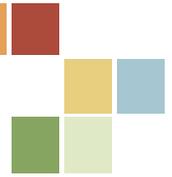
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## At Home Tutoring Providers



- Parents need to contact their provider to schedule times and ensure delivery
- Parents determine schedule of home visits, such as the day of the week, and time of visit
- Parents need to ask for proper identification
- Parents need to insure they sign only for service time provided, not before
- Siblings who are receiving services from the same provider are not to be tutored simultaneously (at the same time)

## Frequently Asked Questions (FAQ)



- What if a parent submits the form to the school?
  - If the parent submits completed form signed by provider, the school should submit the form to the provider as soon as possible. The form must be signed by the provider.
- What happens if a parent submits more than one form for more than one provider?
  - The first form that is received by the ISC will be processed. All other forms will be put aside.
- What happens if a Provider needs to contact a parent in an emergency?
  - Providers must maintain their own emergency contact list and not rely on the school emergency list.
- Are tutoring services only provided at home and at school sites?
  - Providers may offer services at community centers, churches, or at their own established site.

## Frequently Asked Questions (FAQ)

- What happens if a student transfers from the school?  
Does he/she continue to receive SES?
  - Yes, if the student transfers to another Title I SES school that is SES eligible
  - No, if the student transfers to a non Title I SES school or leaves the NYCDOE school system
- Where can a parent get assistance?
  - Upon request, schools may assist parents with the provider selection process
  - Schools can help parents identify students' academic needs
  - Schools will conduct parent orientation sessions and provider fairs

Remember, the final selection of the provider is up to the parent.

## Frequently Asked Questions (FAQ)

- What if a parent is not satisfied with the provider program?
  - School should work with the parent and provider to resolve problem
  - If problem cannot be resolved, parents must contact the Parent Coordinator for a change of provider request. Only requests having to do with an incorrect student assignment to the provider or for compelling reasons will be considered. Requests must be submitted by school (via email) to SES implementation office
- When should the parent contact the Parent Coordinator?
  - If a parent of an eligible child has not received the SES information packet or if a child has transferred into the school during the process
    - Schools must verify eligibility and print out ATS label

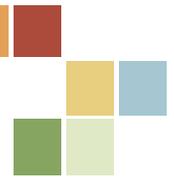


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## For More Information

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- NYCDOE SES website:  
<http://schools.nyc.gov/RulesPolicies/NCLB/SES>
- Email: [NCLBSESProgramSupport@schools.nyc.gov](mailto:NCLBSESProgramSupport@schools.nyc.gov)
- Phone: (718) 935-2424
- NYSED website:  
<http://www.emsc.nysed.gov/nclb/parents/#supp>
- Regional SES Contact information:  
<http://schools.nyc.gov/NR/rdonlyres/B5C7DF2D-2BAC-4816-8FAC-775E6692287D/67069/SGOs.pdf>