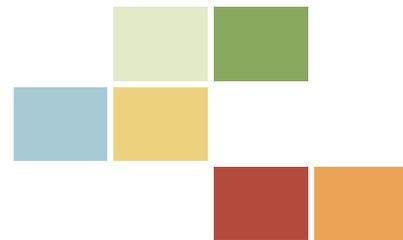


SUPPLEMENTAL EDUCATIONAL SERVICES  
2007-2008  
Policy and Implementation Manual  
for  
Providers and School Administrators

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MICHAEL R. BLOOMBERG, MAYOR JOEL I. KLEIN, CHANCELLOR

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## Forward

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The New York City Department of Education (NYCDOE) has successfully enrolled over 260,000 students in Supplemental Educational Services (SES) programs since the inception of the program in 2002. The NYCDOE has embraced the spirit of SES by setting a positive tone about the importance of SES and by building strong relationships with SES providers. This manual was developed to assist schools and providers in understanding and following the NCLB statute, state regulations and the NYCDOE's policies and procedures for implementation of the SES program.

In doing so, it has drawn on our work with schools, our interaction with parents, our collaborative relationship with the New York State Education Department, and our partnership with SES providers.

We hope this manual is helpful to providers, principals, parent coordinators and other school staff in their work to improve student achievement and to support our reform efforts to create a system of great schools.

We would like to thank you all for your cooperation in the implementation of Supplemental Educational Services in New York City. Your efforts are greatly appreciated.

## 1.0 OVERVIEW OF NCLB AND SES

### 1.1 No Child Left Behind Act (NCLB)

The No Child Left Behind Act of 2001 (NCLB), signed into law by President George Bush on Jan 8, 2002, is the latest revision of the Elementary and Secondary Education Act (ESEA). The ESEA was first enacted in 1965 and encompasses Title I, the federal government's flagship aid program for disadvantaged students.

At the core of the No Child Left Behind Act are a number of measures designed to hold states and schools accountable for the academic achievement of all students, ensure that the teaching and paraprofessional staff is highly qualified, and provide parents with access to information and choice.

Since the law's enactment, the New York City Department of Education has been working with the New York State Education Department, districts and schools to implement several key provisions of the law. These include disseminating information about school performance, recruiting and hiring highly qualified teachers, and notifying parents about public school choice and Supplemental Educational Services.

► **WEBLINK:** [Click here to visit the US Dept of Ed NCLB website](http://www.ed.gov/nclb/landing.jhtml?src=mr)  
<http://www.ed.gov/nclb/landing.jhtml?src=mr>

### 1.2 Supplemental Educational Services (SES)

Supplemental Educational Services (SES) provides tutoring offered by an "approved provider" outside of the regular school day. SES can take place before or after school or on weekends. SES is an option for parents of students in grades K-12 who are enrolled in Title I schools identified as "In Need of Improvement – Year 2, Corrective Action or Restructuring" and who are free lunch eligible under federal guidelines.

SES is a resource that can be coordinated with academic intervention services and extended day programs to provide multiple opportunities for intervention. The array of provider programs allows for parents to select the most appropriate program to meet the unique learning needs of their children. Parents will look to their schools for recommendations and advice. When asked, school staff can assist parents to make informed decisions by becoming familiar with the SES programs that are available in NYC.

► **WEBLINK:** [Click here to view the Provider Directory](http://schools.nyc.gov/Administration/NCLB/SES/Parents/ProviderDirectory/ProviderDirectory.htm)  
<http://schools.nyc.gov/Administration/NCLB/SES/Parents/ProviderDirectory/ProviderDirectory.htm>

### 1.3 SES Providers

- Providers are approved by the New York State Education Department (NYSED). Providers in New York City include community- and faith-based organizations, and non-profit and for-profit education organizations. An approved SES provider must meet specific criteria for providing services in English language arts (including reading), and/or mathematics in order to help students achieve New York's learning standards, as demonstrated by improved scores on required State assessments in those areas.
- There are currently more than 100 providers approved to work in NYC schools.

- SES provider programs vary in experience, organizational capacity, program design, program length, and the qualifications and experience of their supervisory staff and instructors. Some providers have had long-standing relationships with our schools as part of the out-of-school time programs; others are retired school supervisors and administrators who have started their own enterprises in academic intervention. Many of the providers employ only certified teachers; others have a combination of experienced teachers and college students (undergraduates and graduate); still others train high school students or senior citizens in innovative inter-generational programs.

## 2.0 ROLES AND RESPONSIBILITIES OF KEY PARTIES

### 2.1 LEA Roles and Responsibilities

#### The LEA must:

- Notify parents about the availability of services, at least annually.
- Help parents choose a provider, if requested.
- Determine which students should receive services if not all students can be served.
- Enter into an agreement with a provider selected by parents of an eligible student.
- Assist the State Education Department to identify potential providers within the LEA.
- Protect the privacy of students who receive Supplemental Educational Services.

### 2.2 Provider Roles and Responsibilities

#### A provider is responsible for meeting the terms of its agreement with the LEA including:

- Enabling the student to attain his or her specific achievement goals (as established by the NYCDOE, in consultation with the student's parents and the provider) [Section 1116(e)(3)(A)];
- 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 that is developed by the NYCDOE in consultation with the student's parents and the provider;
- Ensuring that it does not disclose to the public the identity of any student eligible for or receiving Supplemental Educational Services without the written permission of the student's parents;
- Providing Supplemental Educational Services consistent with applicable health, safety, and civil rights laws; and,
- Providing Supplemental Educational Services that are secular, neutral, and non-ideological.

► **REMINDER: Students with Disabilities:** *In the case of a student with a disability, the achievement goals, measurement and reporting of progress, and timetable must be consistent with (although not included in) the student's individualized education program under Section 614(d) of the IDEA. In the case of a student covered by Section 504, they must be consistent with (although not included in) the student's individualized services under Section 504.*

**In addition, providers are required to:**

- Target outreach to parents only.
- Provide accurate and appropriate program information to parents in understandable language.
- Ensure the program is under the general supervision of a New York State certified teacher (not a DOE employee).
- Maintain accurate attendance and academic records (subject to review at any time).
- Prepare progress reports for the NYCDOE, parent/guardian and child's school.
- Submit final report.

### **2.3 Field Support Roles and Responsibilities**

*Click the below links to download the list of SES Field Support Information*

- ► [SES Liaison](#): Works directly with SINI schools to ensure proper implementation of SES and to provide program assistance as needed. (For schools: the SES Liaison is your School Improvement Liaison.)
- ► [Senior Grants Officer](#): Oversees the processing of all SES applications at the Integrated Service Center (ISC).
- **Borough Director - OFEA**: Oversees school parent coordinators to ensure that parents receive assistance with the SES selection process when requested.

### **2.4 Principal Roles and Responsibilities**

**Principals must:**

- Notify parents of eligible students about SES.
- Select providers to use classroom space and sign the engagement notices.
- Distribute SES materials to eligible students.
- Advertise SES program through school displays and promotions.
- Conduct a school NCLB information session and SES provider fair.
- Assist parents in the provider selection process, when requested.
- Assist SES monitors when they come to the school.

## **3.0 IDENTIFICATION OF SCHOOLS AND ELIGIBLE STUDENTS**

### **3.1 SINI School designation**

Each year, as required under the federal No Child Left Behind Act, the New York State Education Department identifies a group of Title I public schools in New York City that are "Schools In Need of Improvement" (SINI). According to NCLB standards, these schools have not made "Adequate Yearly Progress" (AYP). They have not reached student achievement targets which are set for every school.

**Under NCLB, a school's AYP is determined based on:**

- Meeting the state proficiently level for all students in English Language Arts, Mathematics, Science and/or high school graduation rates
- Performance of all students including low-income students, students with disabilities, and English Language Learners
- 95% Student participation rate on state assessments

**Categories of SINI required to offer SES:**

- In Need of Improvement – Year 2
- In Corrective Action
- Planning for Restructuring
- Restructuring

**Notification of SINI Status**

While we do not yet know the updated accountability status of SINI schools for 2007-08, we do know that, based on NCLB/NYSED rules for the removal of schools from improvement status, which require two consecutive years of making AYP before schools are eligible for removal, schools will continue to be identified as either a Title I School in Need of Improvement (SINI) Year 2, Title I Corrective Action School (CA) Year 1, Title I Corrective Action School (CA) Year 2, Planning for Restructuring, or Title I Restructured School.

Therefore, parents of free lunch eligible students in grades K-12 in an SES eligible school will once again have the opportunity to enroll their children in an SES program. Pending official notification regarding 2007-08 SINI status, schools will initiate the program in September 2007.

As soon as NYSED issues the official list of SINI schools, principals will receive communication from central regarding the specifics of their school's NCLB improvement status including areas of identification with instructions for further actions that they will need to take.

Schools that are removed from the list during this school year and listed as "Schools In Good Standing" will continue to offer SES for the remainder of school year 2007-08.

We expect that NYSED will identify new SINI 2's later in the Fall. These will be Title I Schools currently in Need of Improvement Year 1 that will not make AYP for a second consecutive year. These schools will move to SINI Year 2 and will participate in SES in the Spring.

► **WEBLINK: [Click here to view list of Schools in Need of Improvement](http://schools.nyc.gov/Administration/NCLB/SES/SESEligibleSchools/SES_Schools.htm)**  
**[http://schools.nyc.gov/Administration/NCLB/SES/SESEligibleSchools/SES\\_Schools.htm](http://schools.nyc.gov/Administration/NCLB/SES/SESEligibleSchools/SES_Schools.htm)**

**3.2 Student Identification**

Eligible students are students in grades K-12 from low-income families who attend Title I schools that are in their second year of school improvement, in corrective action, or in restructuring.

Eligibility is not dependent on whether the student is a member of a subgroup that caused the school to not make AYP or whether the student is in a grade that takes the statewide assessments. Nor is eligibility based on academic need.

However, if the funds available are insufficient to provide Supplemental Educational Services to each eligible student whose parent requests those services, the NYCDOE must give priority to providing services to the lowest-achieving eligible students. The NYCDOE is confident that all requests for SES will be accommodated.

The NYCDOE identifies eligible students in grades K-12 from low-income families using the meal code indicators in ATS for “free lunch”:

Students in grades K-12 enrolled in Schools in Need of Improvement Year 2, in Corrective Action and Restructuring who are free lunch eligible based on their June 2007 condition are eligible for SES. These students have **meal code indicators “A” or “1” in ATS.**

- Students in grades K-12 enrolled in Schools that are Universal Meal Sites are all eligible.
- Students new to the school who do not have meal code information must complete a lunch form to confirm eligibility.

► **REMINDER: Pre-K students are NOT eligible for SES services.**

## 4.0 ENROLLMENT PROCESS

### 4.1 Parent Selection

- Once parents receive the SES information package, they are to contact providers by phone, email or arrange a visit to the provider site to learn more about the provider's programs and to determine if the program would best meet the needs of their child.
- If requested by the parents, school staff may assist in helping parents to select the most appropriate program for their children. However, the parent makes the final decision.
- Parents may select **only** one provider program in the academic year.
- In order to ensure that parents do not submit multiple enrollment forms and thereby delay the processing of the application, **enrollment forms are not to be photocopied.** If a parent loses their enrollment form or claims never to have received one, the school may request a replacement form by emailing the SES Implementation office at [NCLBSESProgramSupport@schools.nyc.gov](mailto:NCLBSESProgramSupport@schools.nyc.gov) or contacting the field staff at the appropriate Integrated Service Center (ISC).
- Parents are instructed to return their signed enrollment forms to the provider.

► **WEBLINK: click the link below to view list of ISCs according to the geographic area in which they are located.**

**[http://schools.nyc.gov/Administration/NCLB/SES/Providers/CalendarDates+and+Events/Prov\\_Calendar.htm](http://schools.nyc.gov/Administration/NCLB/SES/Providers/CalendarDates+and+Events/Prov_Calendar.htm)**

► **EXHIBIT A: Sample of SES Enrollment Form and Instructions**

### 4.2 Marketing Programs in Schools

- During the enrollment period, information about **all** providers (not only the providers that will be located in the school) must be made available to parents.
- Providers may market their program outside of schools but there is no obligation for the school to allow providers in the building to market to parents.
- Providers may not market directly to students, nor offer any kind of incentive or promise of an incentive to a student, parent or other family member. (Providers are prohibited from offering any type of incentive or rewards to students except providers that have a state approved program that includes a rewards program for attendance and/or achievement and is of a nominal value. Providers with approved rewards programs are required to submit a description of their program to the NYCDOE for review as part of the contracting process.)
- If the school has a parent room or center or even a table that is located where parents congregate, provider brochures and other materials should be displayed without preference to the provider programs that will be located in the school.

- The principal should ensure that provider information distributed at the school to parents in the school is accurate (proper eligibility criteria, selection process, due dates, etc.) and, for those providers on-site, consistent with any arrangements made with the school regarding the agreed upon schedule (days and hours of instruction, room numbers, etc.).

#### 4.3 Submission and Processing of SES Enrollment Forms

- Providers may assist parents with filling out the provider enrollment form to ensure that the correct provider name, provider ID and provider service code number (as listed in the provider directory) are correctly entered on the form. Parents should update their contact information in the appropriate section of the enrollment form.
- Parents return completed forms to their selected provider. Principals can review student enrollment by accessing the NCLB/SES database. <https://ats.nycboe.net/nclbwebapplication/>
- Providers should keep photocopies of completed enrollment forms before submitting to the ISC to keep track of students seeking enrollment.
- The provider submits forms to the Senior Grants Officer (SGO) at the Integrated Service Center for processing.
- How the enrollment form is processed at the ISC:
  - The enrollment form is first 'date stamped'.
  - The student ID is entered into the NCLB/SES Attendance online system.
  - The date of the parent's signature is entered into the system to establish the approval date.
  - The provider ID and program service ID is entered which then creates an "association" and this record is then imported into provider's account.
- Forms will be accepted up until the deadline. Providers are encouraged to submit completed forms as soon as possible to the appropriate ISCs for processing. **Forms will not be accepted after the close of business on April 30, 2008.** SES programs must be completed by June 30, 2008.

► **WEBLINK:** [Click here to download the parent guide](http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)  
[http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu\\_Resources.htm](http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)

#### 4.4 School Provider Fairs or Information Sessions

- Schools are required to schedule an NCLB information session informing parents of the options available to them, including SES. Schools are encouraged to hold an SES provider information fair, which can be coordinated with a PA/PTA meeting, open school night or any other activity or event where parents are likely to attend. Schools must ensure that all providers are invited, not just the providers who will be housed in the building. Schools will be provided with an email distribution list for all NYC SES providers. This is especially important for parents whose children will not be able to participate in an after-school program in the building and can select a provider that sends a tutor to the home or provides services in a community center. Additionally, at these activities, parents should be able to enroll their children with the provider of their choice. **This often means that parents must be reminded to bring their SES enrollment materials with them to this event.**

**Guidelines for school sponsored provider information sessions:**

- Provider displays and comportment at school provider fairs or information sessions should allow for equal access to all parents.
- Displays should be of uniform size so as not to obscure or block access to provider tables or exhibits.
- Provider staff must approach parents within the confines of the area designated for the provider or information fair.
- Giveaways or gifts are to be strictly limited and of nominal value.

► **EXHIBIT B: Sample Invitations to Provider and Parent for School Provider Fair**

## 5.0 INCENTIVES AND REWARDS

Providers are prohibited from offering any type of incentive or rewards to students except providers that have a state approved program that includes a rewards program for attendance and/or achievement and is of a nominal value. Providers with approved rewards programs are required to submit a description of their program to the NYCDOE for review as part of the contracting process.

## 6.0 CONFLICT OF INTEREST WAIVER (HIRING DOE EMPLOYEES)

### 6.1 The Conflict of Interest Law

Conflict of Interest Law, Chapter 68 of the New York City Charter and Chancellor's Regulation C-110 prohibits the hiring of any active NYCDOE employee (or a NYCDOE employee that has been separated from the NYCDOE for less than one year) by any contracted vendor without a waiver from the Conflict of Interest Board.

### 6.2 Who Can Be Hired

Because the process for each NYCDOE employee to request a waiver to work for an SES provider may delay services to students, the NYCDOE has requested and received a blanket waiver permitting only the hiring of NYCDOE teachers as instructors and lead teachers (mentors, instructional coaches – NOT AS SUPERVISORS, administrators or coordinators). NYCDOE teachers do not need to seek a waiver. Be advised that F-status employees are considered NYCDOE employees and can only be hired as teachers.

► **REMINDER:** The Conflict of Interest Law prohibits New York City employees from accepting gifts from companies or individuals with current or pending business dealings with the City.

- **Note about Parents:** If parents are hired by an SES provider, they **may not** work in the same school where their children are enrolled or receive SES.
- Parents hired may not have direct contact with the parents or staff of the schools where their children are enrolled or receive SES.

### 6.3 Who Cannot Be Hired

Providers may not hire any other NYCDOE employee (principals, assistant principals, district or regional staff, parent coordinators, aides, secretaries, etc.).

If you have any questions, contact David Schacher, Ethics Officer, at 718-935-5300 or at [dschach@schools.nyc.gov](mailto:dschach@schools.nyc.gov).

► **WEBLINK: [Click here to go to the Conflict of Interest Board website](http://www.nyc.gov/html/conflicts/html/publications/leaflets_dir.shtml)**  
**[http://www.nyc.gov/html/conflicts/html/publications/leaflets\\_dir.shtml](http://www.nyc.gov/html/conflicts/html/publications/leaflets_dir.shtml)**

## 7.0 PROFESSIONAL CODE OF CONDUCT AND ETHICS

To ensure that SES providers deliver high quality services to eligible students, interact with schools, parents, and each other in a professional manner, and comply with the NYCDOE's rules and regulations, the NYCDOE has adapted the Code of Professional Conduct and Ethics originally developed by the Education Industry Association. SES Providers contracted to work in NYC are required to adhere to these standards of ethical behavior and to use them to guide their decision-making and performance at all levels of their organizations. All SES provider employees should be familiar with the Professional Code of Conduct and Ethics.

### 7.1 General Guidelines

In the conduct of business and discharge of responsibilities, Providers commit to:

- Conduct business honestly, openly, fairly, and with integrity.
- Comply with applicable laws, statutes, regulations and ordinances.
- Avoid known conflict of interest situations.
- Never offer or accept illegal payments for services rendered.
- Apply these guidelines and standards throughout the company by insuring all employees understand them and act accordingly.
- Refrain from publicly criticizing or disparaging other providers.
- Comply with the confidentiality and non-disclosure provisions of all applicable federal, state and local laws, including those relating to student identity, records, reports, data, scores and other sensitive information.
- Be factual and forthright in reporting and documenting attendance rates, effectiveness of their programs, and in explaining the theoretical/empirical rationale behind major elements of its program, as well as the link between research and program design.
- Take appropriate corrective action against provider employees, consultants or contractors who act in a manner detrimental to the letter or spirit of this code.
- Take immediate steps to correct any actions on its part that willfully or inadvertently violate of the letter or spirit of this code.

### 7.2 Standards Specific to SES

SES providers will consistently implement the NCLB Supplemental Educational Services provisions and promote full access to SES services.

**To that end, providers will NOT:**

- Compensate school district employees personally in exchange for access to facilities, to obtain student lists, to assist with marketing or student recruitment, to promote enrollment in a provider's program at the exclusion of other providers, to obtain other similar benefits for their SES program, or for any illegal purpose.

- Employ any NYCDOE employees in any capacity, except that current DOE teachers (including teachers working at the NYCDOE as guidance counselors) may be employed as instructors or as Lead Teachers.
  - Employ any former NYCDOE employees with less than one year of separation from the NYCDOE in any capacity which puts them in any contact with the NYCDOE or its employees - including meetings, telephone calls and written communications. However, former NYCDOE teachers (including teachers who worked as guidance counselors) with less than one year of separation from the NYCDOE are permitted to work as instructors or as Lead Teachers.
  - Make payments or in-kind contributions to schools or school personnel, exclusive of customary fees for facility utilization in exchange for access to facilities, to obtain student lists, to increase student enrollment, to obtain other similar benefits for their SES program or for any illegal purpose.
  - Misrepresent to anyone, including parents (during student recruitment), the location of a provider's program, principal/district or state's approval of a provider, or the likelihood of becoming so approved.
  - Offer a parent or student any form of incentive for signing-up with a provider.
  - Implement a rewards program for attendance and/or achievement that is not part of the provider's state-approved program.
  - Employ an SES enrolled student.
  - Use the NYCDOE's enrollment form that has the selected provider's name pre-printed as part of the form.
  - Encourage students/parents to switch providers once enrolled. A student association is considered "locked" once the student has been assigned and accepted by a provider.
- **REMINDER: All providers are required to adhere to the Code of Professional Conduct and Ethics**

► **WEBLINK: Click here to download the Professional Code of Conduct and Ethics**  
[http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov\\_Resources.htm](http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm)

## 8.0 MONITORING OF SES PROVIDER PROGRAMS

NYCDOE will conduct monitoring visits to Title I schools identified as SINI Year 2, Corrective Action and Restructuring where SES is being delivered and to off-site programs. Parents of students being tutored at home will be asked to complete monitoring surveys.

Monitors will review the implementation of provider programs and assess compliance with all applicable federal, state and city regulations and procedures for SES including:

- Staff qualifications, management and use of school space
- Quality of instruction and alignment with state standards
- Availability of student plans and progress reports
- Communication with school and parents
- Identify areas of concern and/or incidents requiring intervention and/or further action.

The monitor will carry a letter of introduction. The school's designated SES liaison will be asked to escort the monitor during these visits. The monitor will be visiting classrooms, speaking with SES provider staff, the SES liaison, teachers, students and parents. The monitor will also be asking for copies of SES related documents. **Providers are required to share Student Education Plans and Progress Reports with the school's instructional staff.**

## 9.0 END OF YEAR REPORT AND PROVIDER EVALUATION

- Pursuant to the NCLB statute and the Regulations of the Commissioner of Education, the NYCDOE is required to complete a report (in a format provided by the NYSED) for each provider that has provided SES during the school year.
- The report captures information about a provider's performance as it pertains to enrollment, completion rate, services to special education students and English Language Learners, complaints, and compliance with contractual and regulatory stipulations, policies and procedures.
- We include feedback from principals, parents and the monitors regarding these areas, as well as make recommendations for removal from the state's approved list. Principals can report complaints, comments, and observations about any aspect of the provider programs to the SES Implementation Office.

## 10.0 CHANGE OF PROVIDER REQUESTS

The NYCDOE is not required to allow parents to change providers. We will do so only to correct errors in assigning students to the wrong provider or for compelling reasons. A change of provider may only be requested by the parent and submitted to the SES Implementation Office for review and consideration.

<b>INTEGRATED SERVICE CENTERS</b>
-----------------------------------

**Bronx ISC** (Districts 7-12)

1 Fordham Plaza  
Bronx, NY 10458

**Manhattan ISC** (Districts 1-6)

333 7<sup>th</sup> Avenue  
New York, NY 10001

**Queens ISC** (Districts 24-30)

28-11 Queens Plaza North  
Queens, NY 11101

**Brooklyn ISC** (Districts 13 - 16, 19, 23, 32, and 79)

131 Livingston Street  
Brooklyn, NY 11201

**Staten Island ISC** (Districts 17, 18, 20, 21, 22 and 31)

715 Ocean Terrace  
Staten Island, NY 10301

# PROVIDERS

## 1.0 SES PROGRAM TIMELINE FOR PROVIDERS

\* Subject to change

<b>FALL SESSION</b>	
August 27, 2007	Provider Orientation Meeting
September 5-7, 2007	NCLB/SES Database Training sessions
September 2007	An SES information package will be sent home with eligible students
September – October 2007	NCLB information sessions are conducted at schools for parents pursuant to the NCLB Act. Schools are encouraged to hold provider fairs.
October – April 30, 2008 <b>Ongoing</b>	Providers submit the completed provider enrollment forms to ISC
October – April 30, 2008 <b>Ongoing</b>	Enrollment forms are processed. Providers contact parents regarding start dates and location of student programs program.
<b>October 15, 2007</b>	<b>Supplemental Educational Services begin. (Students must be entered into the database and accepted by the provider. All staff must be entered and cleared in the PETS roster )</b>
<b>SPRING SESSION*</b>	
<b>* For eligible students from newly identified SINI schools and eligible students from existing SINI schools who did not previously enroll in SES.</b>	
January 2008	An SES information package will be sent home with eligible students in newly identified SINI schools.
January 2008	NCLB information sessions are conducted at schools for parents pursuant to the NCLB Act. Schools are encouraged to schedule provider fairs.
January – April 30, 2008 Ongoing	Providers submit the completed enrollment forms to ISC.
January – April 30, 2008 Ongoing	Enrollment forms are processed. Providers contact parents regarding start dates and location of program.
<b>April 30, 2008</b>	<b>Last day to submit applications for SES services to the ISC</b>
<b>June 30, 2008</b>	<b>Last day of SES services.</b>

► **WEBLINK: Click here to view calendar of events and key dates**

**[http://schools.nyc.gov/Administration/NCLB/SES/Educators/CalenderDatesandEvents/Ed\\_u\\_Calendar.htm](http://schools.nyc.gov/Administration/NCLB/SES/Educators/CalenderDatesandEvents/Ed_u_Calendar.htm)**

## 2.0 BECOMING AN APPROVED SES PROVIDER

### 2.1 Application to the NYSED

- Interested parties must apply to the New York State Education Department by submitting an application in response to a "Request for Qualifications" (RFQ) during the NYSED's Application Period.
- SES providers must meet specific criteria to provide services in English Language Arts (including reading) and/or mathematics in order to help students achieve New York's learning standards.
- Approved applicants will be placed on NYSED's "Approved Supplemental Educational Services Provider" (ASESP) catalog. Visit the NYSED's website for further information and periodic updates.

► **WEBLINK: [Click here](http://www.emsc.nysed.gov/nyc/SES/ApprovedProviders/AlphaList.html) to view NYSED list of approved providers**  
**<http://www.emsc.nysed.gov/nyc/SES/ApprovedProviders/AlphaList.html>**

### 2.2 Application for a Contract with NYCDOE

- After receiving your approval letter from the NYSED, visit the Division of Contracts and Purchasing (DCP) website to apply for a contract with the NYCDOE to provide SES in NYC.
- The Division of Contracts and Purchasing will issue contracts to those providers that complete the contract process and submit all required documentation **within the required timeline.**
- Currently, applications for contract are only accepted and processed in the Spring of each year (subject to change).
- When contracts are finalized, they are forwarded to the City Comptroller's office.
- Services may not begin until the contract has been registered by the City Comptroller's office.
- Visit the NYCDOE's DCP website periodically for updates on the contracting process.

► **WEBLINK: [Click here](http://schools.nyc.gov/Offices/DCP/ProfessionalServices/NoChildLeftBehind/Default.htm) to visit the Division of Contracts and Purchasing website**  
**<http://schools.nyc.gov/Offices/DCP/ProfessionalServices/NoChildLeftBehind/Default.htm>**

### 2.3 NYCDOE Contract Application Process

- Approved providers submit a completed CONTRACT APPLICATION TO ENTER CONTRACT FOR APPROVED SUPPLEMENTAL EDUCATIONAL SERVICE PROVIDERS (ASESP) to DCP.

► **WEBLINK: [Click here](http://schools.nyc.gov/Offices/DCP/ProfessionalServices/NoChildLeftBehind/Default.htm) to download the contract application**  
**<http://schools.nyc.gov/Offices/DCP/ProfessionalServices/NoChildLeftBehind/Default.htm>**

- DCP reviews application to ensure it is complete. An application is not processed until all required documents are submitted.
- DCP initiates budget negotiations with review of work plan, budget and cost summary breakdown.
- The cost of SES: The NCLB statute sets the per-pupil cost for SES at the lesser of the NYCDOE's per-pupil allocation under Part A of Title I or the actual cost of services.
- Once the contract is finalized, the DCP attorney sends a contract to a provider for signatures.

- Provider sends signed contract back to DCP Attorney.
- DCP acquires all other signatures and sends contract with insurance to DCP's Vendor Resource Unit.
- The Vendor Resource Unit reviews and sends all documentation to the NYC Comptroller's Office for registration.
- The NYC Comptroller's office has up to 30 days to approve and register contract.
- DCP notifies the provider that the contract is registered and a contract number will be issued.

► **REMINDER: The contract is not fully executed until it is registered with the City's Comptroller's office and you have a valid contract number. You will not have access to the PETS (Personnel Eligibility Tracking System - employee fingerprint and security clearance system) or the NCLB database without a valid contract number; consequently, you may not enroll students or begin services until your contract is registered.**

### 3.0 MODIFICATION AND/OR AMENDMENT TO CONTRACT

#### 3.1 Modification of Your New York State Approved Provider Program

A modification to a provider's official SES program requires state approval.

- Technical changes include change of address, contact information, etc.
- Substantial changes include change in program design, grades served, districts served, and curriculum, etc.

Providers that receive approval for their modified technical proposals will need to amend their contracts with NYCDOE.

► **REMINDER: Modifications are accepted during one of NYSED's application process opportunities. Visit the NYSED SES website periodically for updates.**

► **WEBLINK: Click here visit the NYSED website**  
**<http://www.emsc.nysed.gov/nyc/SES/SES.html>**

### 3.2 Amendment to Your SES Contract

Your application will be given careful review to determine if your amendment is in the best interest of the NYCDOE and if said amendment warrants any increase in the cost of your current contract. If it is not in the best interest of the NYCDOE, you are to continue to provide said services pursuant to your current contract.

Please be advised that the NYCDOE must adjust the per-pupil allocation for SES (PPA) to reflect changes in our Title I Part A allocations. If your per-pupil costs exceed the PPA for a given year, you will need to amend your contract. Although the Title I Part A allocation may increase yearly, a provider may not increase the cost of the current contract solely on the basis of the increase. A careful review of your proposed amended contract application will be conducted and if your amended program warrants an increase in your contract, a new amended contract will be issued.

### 4.0 CONTACT INFORMATION

You are required to have a contact for the following categories: Administration, Parent Contact, Purchase Orders /Payments, and two Administrative contacts for PETS. **Providers have an ongoing obligation to maintain and update contact information at all times.**

Please ensure that all email addresses or the subject of the email references the name of your organization.

► **REMINDER:** Please use the **PROVIDER CONTACT INFORMATION FORM** to make changes to your key contacts.

► **WEBLINK:** **Click here to download the Provider Contact Information form**  
**<http://schools.nyc.gov/Offices/DCP/ProfessionalServices/NoChildLeftBehind/Default.htm>**

### 5.0 PROVIDER MEETINGS

The DOE holds several meetings for providers throughout the year. While not mandatory, participation is strongly recommended. The meetings afford the opportunity to receive up-to-date information on SES policies and procedures, technical and program assistance, and to discuss issues and concerns about the implementation of SES in New York City.

#### Meetings include:

- Fall SES Orientation - late August
- Database and PETS training – September
- Spring SES Orientation – January
- Pre-Application Orientation (for newly approved providers) – March/April
- End of Year SES conference - May

Providers will be notified via email about these meetings when dates and locations are scheduled and confirmed. **It is important to keep your contact information current.**

► **WEBLINK:**  
**<http://schools.nyc.gov/OFFICES/DCP/NCLB/SESProviderContactInformationForm.PDF>**

## 6.0 PARENT GUIDE WITH PROVIDER DIRECTORY

Pursuant to the NCLB law, the LEA is required to give parents a brief description of each approved provider program in an easy to understand format. The provider directory is included in the Parent Guide.

### 6.1 Preparing the Provider Directory

- A Provider entry is created for each approved provider that has completed the contract application process.
- Provider information features the most critical information needed by parents to make informed selections.
- Information is taken from the NYSED website and providers' technical proposal.
- Draft pages are sent to providers for review.

#### Provider Directory Information

Provider Contact Information	▪ Grades served
Name,	▪ Content Areas
Address	▪ Student/Staff Ratio
Phone	▪ Type of program
Website	
Email	
Programs Available	▪ When and Where services provided
	▪ When (After School/Weekend)
	▪ Where
	▪ Max Hours/Per student
Qualifications of Staff	
Demonstrated Effectiveness	

- After provider information has been confirmed and finalized, the provider directory is created and made part of the SES information package sent home to parents. The SES provider directory is translated into eight languages and posted on the NYCDOE's NCLB/SES website.

► **WEBLINK: [Click here to view the provider directory](http://schools.nyc.gov/Administration/NCLB/SES/Parents/ProviderDirectory/ProviderDirectory.htm)**

**<http://schools.nyc.gov/Administration/NCLB/SES/Parents/ProviderDirectory/ProviderDirectory.htm>**

## 7.0 FINGERPRINTING AND SECURITY CLEARANCE

### 7.1 A Contract Requirement

- Pursuant to Education Law, the Regulations of the Commissioner of Education, and Chancellor's Regulations C-105, all individuals employed by a contracted vendor and who have direct contact with NYCDOE students are subject to fingerprinting. All provider employees that come in direct contact with students or who have access to records must undergo a required security clearance procedure as outlined by the city and arranged through the NYCDOE.

► ***REMINDER: Providers have a continuing obligation to send appropriate staff for fingerprinting at the NYCDOE's Office of Personnel Investigations Fingerprinting Unit immediately upon staff's employment and prior to working with students. NYCDOE teachers must be entered and cleared in PETS prior to tutoring.***

## 7.2 Fingerprinting/Security Clearance Procedures

- Make an appointment for your staff to be fingerprinted – call the Division of Human Resources' Office of Personnel Investigations at (718) 935-2635.
- Each prospective employee must present a referral letter from your agency or organization.
- To receive a complete fingerprinting packet by mail, please contact the Office of Personnel Investigations at 718-935-2668.
- If you have any questions, please contact Wanda Morales at 718-935-2338 or at [wmorale@schools.nyc.gov](mailto:wmorale@schools.nyc.gov).

► **REMINDER:** *“SES-NCLB CODE MC” must be written at the top of each referral letter identifying you as an SES – NCLB provider*

► **WEBLINK:** [Click here](http://schools.nyc.gov/offices/dhr/admin_services/fprint.aspx) to visit the DHR OPI website regarding Fingerprinting procedures  
[http://schools.nyc.gov/offices/dhr/admin\\_services/fprint.aspx](http://schools.nyc.gov/offices/dhr/admin_services/fprint.aspx)

## 7.3 Photo ID Badges

- Provider non-DOE personnel that have received satisfactory clearance are required to wear photo identification badges while working in a NYCDOE school building. All tutors who provide services at a center or student home must wear photo identification at all times.
- Schools will be instructed to require that all non-DOE personnel sign the school's log book upon entering a NYCDOE school building and to display their photo ID badge.
- PHOTO ID BADGES must include recent photo, name of employee, signature of employee, name of provider program and authorized signature, employee's position, date issued and expiration date.

## 8.0 OBTAINING CLASSROOM SPACE

### 8.1 Principal Selection Criteria

Principals are asked to make determinations as to which providers will be in school buildings based on the following guidelines:

- Provider has a track record of demonstrated effectiveness, customer satisfaction, and service delivery.
- Provider's program can meet the needs of all students, including students with disabilities and ELLs.
- Provider is flexible in scheduling tutoring sessions.
- For Providers that offered SES in a school building during the previous school year, additional guidelines include:
  - Instructors/Tutors and students were adequately supervised during tutoring sessions, and supervisors or managers were available and accessible.
  - Provider supplied enough materials for every student in their program in a timely manner.
  - Provider took care of the school property and followed school safety and emergency procedures.
  - There was adequate and ongoing communication with school and parents regarding student progress.

- Providers are not to negotiate special arrangements with principals (e.g. serving a subset of grades for which they are contracted to serve.)

## 8.2 Obtaining Classroom Space in Public Schools

- If you intend to provide services to students on NYCDOE school premises, you must contact the principal of the school building to apply to use classroom space.
- You are required to complete an Extended Use Permit and submit to the **school principal or authorized designee** for review and consideration. You may contact the school(s) to provide program information responsive to the guidelines described below.

### Extended Use Permit Rate Structure

- Fees are “flat rates” based on the type of room and hours requested.
- There are no separate rates for space and labor.
- Permit application must be paid in full prior to the use of the building.
- Between the hours of 3:00 p.m. and 6:00 p.m. weekdays during school year, space use is free.

**This extended use system and rate structure is separate and apart from the 9% facilities usage fee. The facilities usage fee will continue to be deducted from invoices for SES programs operated in NYC public school facilities.**

► **WEBLINK:** [Click here](http://schools.nyc.gov/Offices/DFO/SOP/SOPChapters/Extendeduse.htm) visit the Extended Use website  
<http://schools.nyc.gov/Offices/DFO/SOP/SOPChapters/Extendeduse.htm>

## 8.4 Facilities Usage Fee

SES providers that operate their programs in NYCDOE school buildings are subject to a 9% facilities charge, in addition to any Extended Use fees that may apply. The 9% will be deducted from your payments for services delivered per child in a NYCDOE school building.

**Please be advised that no waivers will be granted.**

## 8.5 Agreement with Principal

**Engagement Notice:** Once a permit is approved, the school completes an SES Engagement Notice with each provider.

► **WEBLINK:** [Click here](http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm) to download the engagement notice  
[http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu\\_Resources.htm](http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)

### ► EXHIBIT C: Engagement Notice

- The principal should arrange a meeting with the provider to discuss supervision, safety and security issues as well as review the school’s safety plan; discuss pertinent aspects of their emergency procedures and schedule sessions and room assignments.
- Principals are encouraged to select more than one provider to offer SES in the building. Providers are expected to cooperate with each other and with other after-school programs in the building.

## 9.0 PERSONNEL ELIGIBILITY TRACKING SYSTEM (PETS)

### 9.1 Purpose of the System

The Personnel Eligibility Tracking System (PETS) is a New York City Department of Education application that will assist contracted vendors in complying with applicable Education Law, the Regulations of the Commissioner of Education, and Chancellor's Regulations C-105. The aforementioned statutes and regulations state that all individuals employed by a contracted vendor and who have direct contact with NYCDOE students are subject to fingerprinting and background checks so they can receive security clearance.

The PETS application:

- Allows vendors (providers) to manage the rosters of employees who deliver services (e.g. after school tutoring) to NYCDOE students.
- Enables NYCDOE to track vendors and their rosters electronically.
- Offers timely information on the security clearance status of employees.
- Automatically notifies vendors of their employee's ineligibility to work in proximity to NYCDOE students.
- Please note that DOE employees who are on the department's ineligible list will not be eligible in PETS even if their finger print results are satisfactory.

► **WEBLINK:** [Click here](https://schools.nyc.gov/offices/dhr/pets) to access the PETS homepage. For providers with authorized access only.

<https://schools.nyc.gov/offices/dhr/pets>

### 9.2 PETS Requirements

- The PETS is a secure site accessible only with a DOE issued username and password. Once your contract is registered with the City Comptroller's office, you will receive a unique user name and password to access the PETS to enter all employees that will be working in your SES program. Access cannot be given before the registration of the contract. Therefore you may not begin to recruit students or provide services until you have completed a PETS roster.
- Providers are required to provide the NYCDOE with the names and contact information for at least **two representatives** who will have responsibility for managing their rosters.
- Because the information contained in PETS is confidential and may require the removal or termination of an employee, it is strongly recommended that responsibility for managing this application is given to staff that already handles personnel matters for the provider's organization or has the authorization to make independent personnel decisions.
- These representatives must be able to review the site regularly, update the rosters as new staff is hired, and be able to take the appropriate actions when instructed by the NYCDOE.
- The contact information will be requested when your profiles are created in the PETS and will be shared with the Office of Personnel Investigations which will be generating electronic notifications on ineligible employees.
- Providers have a continuing obligation to review and update their PETS rosters and to send staff for fingerprinting at the NYCDOE OPI Fingerprinting Unit immediately upon staff's employment and prior to working with students.

► **REMINDER:** *The failure to have all staff members cleared prior to any contact with students will result in the withholding of payment and/or termination of contract.*

If you experience problems with the database or need technical support, please contact PETS technical support at [petstechnicalsupport@schools.nyc.gov](mailto:petstechnicalsupport@schools.nyc.gov)

► **WEBLINK: [Click here](#) to download the PETS User Guide**

[http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov\\_Resources.htm](http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm)

## 10.0 NCLB/SES ATTENDANCE DATABASE

### 10.1 Purpose of the System

The NCLB/SES Attendance Database is an online application developed by the NYCDOE's Division of Information Technology (DIIT). The NCLB/SES Attendance Database will:

- Process SES enrollment forms by assigning eligible students to the provider selected by the parents.
- Record student attendance in SES programs.
- Monitor costs of provider programs.
- Generate invoices for payment.
- Maintain data for reports to US Department of Education, NYSED and the NYCDOE.
- Providers receive access to the online system once their contract is registered.

### 10.2 NCLB/SES Database Requirements

- Providers manage their student attendance using the NCLB/SES Attendance database. Once your contract is approved by the Division of Contracts and Purchasing you will be given a username and password to access the NCLB/SES Database.
- In order to view and confirm the enrollment of eligible students in your program, you will need to access the NCLB/SES Database.
- In order to use the NCLB/SES Database and PETS Database, your computer systems must meet the minimum requirements:
  - Internet Explorer 6.0, 6.0+
    - Cookie enabled in browser
    - Client script enabled (JavaScript) in browser
  - Internet access
  - Microsoft Excel, Microsoft Word and Adobe Acrobat Reader 6.0+ installed to read SES related documents and information distributed

► **WEBLINK: [Click here](#) to download the NCLB/SES Database User Guide**

[http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov\\_Resources.htm](http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm)

### 10.3 "My Profile"

- When you access the NCLB Database, review "My Profile" to ensure all information listed is accurate: Contract #, FAMIS #, Address, Program Services, Rates, and Hours.
- **It is very important that you confirm the accuracy of the information regarding Program Services, Rates and Hours to avoid any problems with enrollment and payments. You will be able to update contact information in the VMS.**
- If any of the information is incorrect, contact the Director of SES Implementation.

### 10.4 Provider's Approved Students List

- Once parent enrollment forms are submitted to the Integrated Service Center for processing, providers can view students enrolled in their programs and confirm the assignments. These confirmations constitute the “**approved students**” list.
- From the approved list, providers can view student information such as:
  - Student Proficiency Level
  - ELL/Special Education Status
  - Scale Scores in ELA and/or Math
  - Parent contact information – name, address, phone number

► **WEBLINK: [Click here to access the NCLB/SES Database](https://ats.nycboe.net/nclbwebapplication/)**  
**<https://ats.nycboe.net/nclbwebapplication/>**

## **10.5 Confirming Pending Acceptance**

- As provider enrollment forms are returned to the ISC, they are processed by a team of data entry specialists managed by the Senior Grants Officers. The data entry specialists enter eligible student information into the NCLB/SES Database and assign them to a provider and specific provider service program.
- In order to review and confirm students assigned to your organization, you must visit your “My students” page regularly.
- Go to “My Students” → Pending Acceptance”. Verify that all students listed have been assigned to you and that the correct service name matches the information on the enrollment form.

► ***REMINDER: Do not accept any student if incorrectly assigned. Once you confirm, the association is locked. A change to correct the assignment requires central approval and intervention and may delay start of services.***

If you have a question about a particular student assignment, please contact the ISC or the NCLB-SES Implementation Office.

- You must confirm students by checking each student. The confirmed students will be officially assigned to your program and the “association record will be locked,” meaning that student may not be assigned to any other provider.
- Once you confirm assignments, **you must notify parents** of these students to make arrangements for the start of services.
- Services must begin within 30 calendar days of assignment confirmation.
- You can view each student’s information by clicking the student ID# in My Students → ***Accepted Students: Address, parent contact information, student ELL and/or SpecialEd/Section 504 status, Scale scores in Math and or ELA.***
- Students highlighted in yellow indicates the student’s assignment was terminated (reassigned to another provider, transferred from the SES school); or discharged (from the NYCDOE school system).
- Providers can export student information to an excel spreadsheet by clicking the “Export to Excel” button on the screen
- If you experience problems with the database or need technical support, please contact NCLB technical support at **[nclbsupport@schools.nyc.gov](mailto:nclbsupport@schools.nyc.gov)**

## **10.6 Recording Student Attendance by Providers**

- Providers are required to use the NCLB/SES Database to record student attendance. All payments are generated from electronic records that are created from using the NCLB/SES Database.
- Providers requesting to use the external database upload function will be required to attend training at the beginning of the year. Failure to attend this training will result in forfeiture of using this function.

- Providers use the intranet application to record student attendance and to invoice for payment.
- Providers are paid for student attendance only.
- Students must sign in and out at the start and end of each tutoring session. **All providers must use the Daily Student Sign-In Template.** Providers enter the precise number of minutes on the online attendance system.
- Tutoring sessions cannot exceed 180 minutes.
- Periodic audits of provider programs and documents verify the accuracy of the information.

## 10.7 Ineligible Students

During the school year, a provider may receive a request for SES from a student whose eligibility status has changed or a student who is not actually eligible for service. Reasons why a student may not be eligible for SES:

- The child has transferred to a non-SES eligible school.
- The child has been discharged from the NYCDOE public school system.
- The child is enrolled in a private, parochial or charter school.
- The parent or guardian may not have submitted a lunch form to the school.
- The child is enrolled in a Pre-Kindergarten program. SES is only available to students in grades K-12.

## 11.0 TUTORING SESSIONS

### 11.1 The First Tutoring Session and Student Education Plan

- You must conduct a pre-assessment at the start of the SES program to determine the specific areas for improvement (goals) for each student.
- Your instructional program should be linked to the Pre-assessments.
- **Student Education Plans** must be completed prior to or shortly after the start of tutoring services with parental consultation, stating (1) the specific achievement goals based on the student's individual educational needs, (2) the timetable for improving achievement and (3) a description of how student progress will be measured.
- Student Education Plans should have clear and concise achievement goals and objectives that refer to the needs of the student as indicated by the results of the pre-assessment and are:
  - Individualized
  - Related to the ELA/Reading and or Math content area(s);
  - Aligned to state and local standards;
  - Easily understood by parents; and
  - Measurable.
- **Providers must complete all the data elements included in the template.**
- **Providers should review a student's profile in "My Students" for information regarding proficiency level, scale scores on state assessments, and ELL and/or Special Education status. In addition, providers may ask parents to share information such as report cards, IEPs and other information that will guide in the development of the student plan.**
- A copy of EACH student education plan must be given to the parent and must be SIGNED by the parent. Providers are to make every effort to have a Student Education Plan signed by the parent for every child receiving services in their program. A copy must be given to the student's school and they are required to maintain copies of plans at the service site throughout the service period for review by DOE, state and/or federal monitors.
- Tutoring services must begin within 30 calendar days of confirming the student assignment.

► **REMINDER:** *A copy of each student education plan must be submitted to the SES Implementation Office in order to receive first payment for services. The student education plan should be signed by the parents. In the event a parent does not sign the plan, the provider must certify that the plan was developed in consultation with the parent, that efforts were made to secure parent/guardian signature, and that the parent and school were given copies of the plan.*

► **WEBLINK:** [Click here](http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm) to download the Student Plan Template  
[http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov\\_Resources.htm](http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm)

► **EXHIBIT D:** [Student Education Plan Template](#)

## 11.2 Student Attendance and Progress

- Daily student attendance must be recorded for each student. At the start and end of each tutoring session, students are to sign the Daily Student Attendance Sign-In Sheet, recording times of arrival and departure. Providers must use this form only. **No other forms will be accepted.**

► **WEBLINK:** [Click here](http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm) to download the Daily Student Sign-in Template  
[http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov\\_Resources.htm](http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm)

► **EXHIBIT E:** [Daily Student Sign-In Template](#) (At Home)

► **EXHIBIT F:** [Daily Student Sign-In Template](#)

- You must also prepare and send Attendance/Progress reports to the NCLB-SES Implementation Office, parents and schools quarterly with information about student attendance and academic improvement. Copies of these progress reports and evidence that these have been shared with parents must be maintained and be available for review by city and state monitors. Attendance/Progress reports can be printed from the NCLB/SES Database or you may download the template from the NYCDOE website.

► **WEBLINK:** [Click here](http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm) to download the Student Attendance/Progress Report Template  
[http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov\\_Resources.htm](http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm)

► **EXHIBIT G:** [Student Attendance/Progress Report Template](#)

## 12.0 STUDENT ATTENDANCE ENTRY

### 12.1 Student Attendance Data Entry

- Once you have confirmed the enrollment of students into your program using the “My Students” feature of the NCLB/SES database, you may then access information about each student including their:
  - Parent contact information
  - Proficiency levels
  - Scale scores in ELA and/or Math
  - English Language Learner (ELL) or Special Education (Spec Ed) status

► **REMINDER:** *It is important that you visit your “My student” page often because students transfer to other schools or are discharged from the NYCDOE throughout the year. Students that are transferred or discharged, or terminated from your program for whatever reason, will be highlighted in yellow in “My Students”. Since eligibility is based on enrollment in a SES-eligible school, you must check both the discharged and transferred lists frequently to see if any of your students are included on either list.*

- Discharged List: the student has been discharged from the NYCDOE school system (either out of city, state or country or to a non-public school)
- Transferred List: the student has transferred to a non-SES eligible school
- In addition, you may also view all students enrolled in SES programs that have transferred or have been discharged to ensure that you do not enroll students who are no longer eligible for SES by selecting “All”.
- The next step in student attendance entry process is to create locations and attendance groups with “eligible” instructors that have received fingerprinting and security clearance.

► **REMINDER:** *After you have created attendance groups, you must indicate which students were present in each group for each date you provided service. This is what is called entering attendance. It is important that attendance is entered monthly to ensure that the NYCDOE has up-to-date attendance data on all students enrolled in SES programs.*

► **WEBLINK:** Click here to access the NCLB/SES Database. For providers with authorized access only.  
<https://ats.nycboe.net/nclbwebapplication/>

## 12.2 Providers Using External Databases

- Providers using external databases to track attendance have the option of uploading their attendance records in batch files using the Attendance Upload function and following the data format criteria set by the DIIT.
- Providers must apply by filling out the Enrollment Form - External Database Users document.
- Providers who wish to use the uploading feature must attend mandatory training. If a provider fails to attend this training, they will not be allowed to use this function.
- For additional information about how to effectively upload your files, refer to the External Database Users Upload Instructions.
- Providers who use an external database will submit a spreadsheet with the appropriate information in the format specified by NCLB Support. To avoid delays in processing your invoice, you must ensure that the students in the file correspond with the students found in your “My students” section of the NCLB/SES database and that you do not exceed the maximum number of hours per student as per your contract. You must include the NYCDOE student identification numbers to avoid further delays in processing your invoices.

► **REMINDER:** *Providers who want to enter attendance using the attendance upload function will be provided with mandatory training. If a provider fails to attend this training, they will not be allowed to use this function.*

► **WEBLINK:** Click here to download the External Database User Upload Instructions.  
For providers with authorized access only.

## 13.0 PURCHASE ORDERS

- Purchase orders are issued for each approved and contracted provider that has approved eligible students for school year 2007-08.
- If you have any questions, please contact Richard Carlo, Fiscal Affairs Administrator at the Division of Financial Operations: [rcarlo@schools.nyc.gov](mailto:rcarlo@schools.nyc.gov) or at (718) 935-2841.

## 14.0 CERTIFICATION FOR PAYMENT

Certification is the process whereby the SES provider invoices for payment using the NCLB system. In lieu of a signed paper invoice, a provider submits an electronic attendance report certifying and attesting to the accuracy and veracity of the information. Certification is to be done monthly.

### 14.1 Certification Schedule for 2007-08

- Nov 12, 2007 – Nov 19, 2007
- Dec 14, 2007 – Dec 21, 2007
- Jan 16, 2008 – Jan 23, 2008
- Feb 18, 2008 – Feb 22, 2008
- Mar 17, 2008 – Mar 24, 2008
- April 14, 2008 – April 21, 2008
- May 19, 2008 – May 26, 2008
- June 16, 2008 – June 23, 2008
- July 14, 2008 – July 21, 2008

### 14.2 Certification Process

- Prior to certification, thoroughly review all records to ensure the information that will be submitted is accurate and complete.
- Whether you use the DOE attendance system to record your students' attendance or upload your files to the system, you must review your attendance records online using the NCLB/SES Database. Once you have determined that all the records are accurate, you should proceed to certify the information.
- Select the date range, either for a given month or "all" if you have entered attendance for several months. While you have the ability to enter attendance for other periods, attendance should be certified monthly.
- Read the certification language and select "Submit".
- **The certification language reads as follows:**  
"The Provider is advised that this electronic attendance report, when completed and submitted, becomes a business record of the Department of Education (DOE) and that the DOE relies upon the information contained therein to compute payments to the Provider's agency. It is further advised that knowingly submitting false information to the DOE may subject the Provider's agency and individuals within the agency to legal action, including criminal prosecution. In submitting this electronic attendance report for payment, the Provider is certifying that, based on the books and records of the Provider's agency: (i) the information contained in the electronic attendance report is true and accurate; (ii) a hardcopy Attendance /Progress (A/P) report has been or will be sent to the parent of each student for whom payment is sought; (iii) that the Provider

has on file, and available for inspection by the DOE, a signed A/P report or has documented that Provider made diligent efforts to obtain the parent's signature on the A/P report; and (iv) a parent's failure to sign the A/P report was not a result of the parent's communication to the Provider that the A/P report is inaccurate.

► ***REMINDER: Invoice should be certified by an authorized representative.***

- Each attendance record will be processed and validated against the following business rules. Please review the rules as attendance records may be rejected for any of the reasons listed below.

Reason Code	Reason Explanation	Detailed Explanation
I	Out of NCLB service period.	No attendance is allowed before 10/15/2007 and after 6/30/2008
R	Invalid student id, the length of student id is not 9 numbers.	Student ID is invalid (must be 9 digits)
X	Multiple vendors with same student, same date.	Multiple vendors entered attendance for the same student, same date
S	Attendance group does not match line item service for student.	Attendance group does not match service id/service name for student
D	Duration of session was not entered, 0 or minus.	Minutes used = 0 or blank
B	Attendance date was not entered.	No attendance date entered for student record
N	Incorrect service.	Incorrect service assigned to student
V	Student's assignment has not been accepted by the provider.	Student has not been accepted by provider
G	Attendance with a service before the service is approved.	Attendance entered before student was approved by vendor
T	Attendance with a service after the student is terminated.	Attendance is entered for a student who leaves the school or DOE system
W	Attendance with an inactive service.	Provider cancelled service or service is inactive, no attendance can be entered for that provider/service
C	Attendance for the same student id, same date and same ATTDGroupID.	Duplicate student attendance record (same student id, date and Attendance group ID)
P	Cost of Student Attendance exceeds provider's per pupil contract limit.	Cost of attendance exceeds provider's per pupil contract limit.
A	Cost of Student Attendance exceeds the per pupil cap for SES 2007-08.	Cost of attendance exceeds provider's per pupil cap for SES 2007-08.

## 15.0 PAYMENT

- Payment is based on student attendance only on an hourly rate negotiated with each provider.
- Once attendance records are generated, NCLB Support forwards the file to the Division of Financial Operations for payment.
- Upon certification of attendance in the NCLB/SES database, payment is generated **no later than 45 days after certification, provided there are no discrepancies.**
- Should there be any discrepancies, you will be paid only for the attendance of approved students in the NCLB/SES database.
- If you have any questions regarding payment, please contact Richard Carlo, Fiscal Affairs Administrator at the Division of Financial Operations: [rcarlo@schools.nyc.gov](mailto:rcarlo@schools.nyc.gov) or at (718) 935- 2841.

## 16.0 E-COMMERCE PROGRAM

### 16.1 Benefits of Program

To expedite the payment process, the Division of Financial Operations offers a program which includes the following benefits:

- Upon certification of attendance, the invoice will be processed immediately provided that there are no discrepancies;
- You will be paid within ten business days.

### 16.2 Sign-up Procedures

- If you elect to participate in this program, **you will be charged a 2% service fee**, which will be deducted from the monthly payment. You should contact Kim Lowry at [kmlowry@schools.nyc.gov](mailto:kmlowry@schools.nyc.gov) or (718) 935-2841 to enroll in this program.
- If you have a contract pending registration, you cannot enroll in the E-commerce program until after the contract is registered.
- If you any questions regarding the payment process, please contact DFO at (718) 935-2841.

## 17.0 RECONCILIATION

- Reconciliations will be settled during the month following the invoice period.
- You will use the NCLB/SES database to review attendance records which have been rejected and have not been paid.
- Correctable records can be re-entered and submitted for certification.
- A final reconciliation is conducted at the conclusion of the SES program to close out all outstanding balances and accounts.
- If you have questions about how to reconcile your student attendance records, refer to the User Manual and/or contact NCLB support at [NCLBSupport@schools.nyc.gov](mailto:NCLBSupport@schools.nyc.gov) .

## 18.0 REPORTING REQUIREMENTS

### 18.1 Student Education Plans, Attendance/Progress Reports

Pursuant to Section 1116(e) of the NCLB Act of 2001, SES providers are required, in consultation with the parent, to identify and develop specific academic achievement goals for each student, measures of student progress, and a timetable for improving achievement. In addition, parents must be regularly informed of their child's progress in a format and, to the extent practicable, in a language that the parents can understand.

► **WEBLINK: [Click here to download the related templates](http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm)**

**[http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov\\_Resources.htm](http://schools.nyc.gov/Administration/NCLB/SES/Providers/KeyDocumentsandResources/Prov_Resources.htm)**

### 18.2 Provider Assurance

For each school or service site, Providers are required to submit a SES Provider Assurance certifying that Student Plans and Attendance/Progress Reports have been developed and

distributed to the NCLB-SES Implementation Office, parents and schools for each student enrolled and participating in their SES program in accordance with the No Child Left Behind (NCLB) requirements, along with scanned copies of plans and progress reports pursuant to the following schedule:

Student Plans and Assurances are due prior to the first certification for payment.

► **EXHIBIT H: Provider Assurance Form – Student Education Plans**

► **EXHIBIT I: Provider Assurance Form – Attendance Progress Reports**

### **18.3 End of Year Report**

- Pursuant to the Regulations of the Commissioner of Education, every LEA in New York State that is required to arrange for the provision of SES with an approved SES provider pursuant to §1116(e) of the No Child Left Behind Act, must complete a report for each provider that has provided SES during the school year.
- The Regulations further provide that a copy of a written report prepared annually by each SES provider and submitted to the NYCDOE as of be attached to the LEA's monitoring report submitted to the NYSED (see 8 NYCRR §120.4(f)).
- The New York State Education Department has created a reporting form called, "Summary Report of Supplemental Educational Services Providers," which is to be completed by the NYCDOE.
- Two sections of the annual reporting process involve direct input/reporting by the approved SES provider.
- These sections require Providers to submit information regarding complaints, and compliance with contractual and regulatory stipulations, policies and procedures.
- Part C: Performance Summary of Supplemental Educational Services (SES) Provider

► **EXHIBIT J: End of Year Report Part C**

- Part D: Supplemental Educational Services (SES) Provider Authorization and Assurances

► **EXHIBIT K: End of Year Report Part D**



# THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

DIVISION OF FINANCIAL OPERATIONS

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## ► EXHIBIT L: [SAMPLE VENDOR WEB INQUIRY SYSTEM ACCESS REQUEST](#)

### 18.4 Vendor Web Inquiry

Please be informed that the Department of Education has established a Vendor Web Inquiry site (VWI), which for an annual fee of \$ 350.00 (NON REFUNDABLE) allows all of our registered vendors to view balances, open purchase orders, all purchase orders, all invoices, all checks and all contracts, as follows:

#### **VIEW BALANCES**

This inquiry allows the vendor to view the total processed amount as well as the total open balance, for encumbrances, vouchers and payments.

#### **VIEW OPEN PURCHASE ORDERS**

While this screen shows amounts processed, its main goal is to show the vendor all documents which still have an open balance amount.

#### **VIEW ALL PURCHASE ORDERS**

This inquiry allows the vendor to see all orders regardless of payment status.

#### **VIEW ALL INVOICES**

This screen displays the Vendor's Invoice Id number and date; the respective voucher and processing date; the check number, its amount and "clearance" date.

#### **VIEW ALL CHECKS**

With this inquiry the vendor is allowed to view all checks issued with respective dates and amounts.

#### **VIEW ALL CONTRACTS**

Dept of Ed's Contract numbers are displayed on this screen as well as the City's. In addition there is a brief description of the contracts with respective types (Requirements or Full Values) and amounts. It also displays the beginning and end dates of the contracts which districts have access to them.

Although the above inquiries are against "ALL" checks, orders, contracts etc., be informed that inquiries against individual items (one check, one order, one contract etc., may also be performed). Should you have any questions regarding the VWI system you can contact the Vendor/Customer Service Unit at (718) 935-3939.

Should you decide to gain access to the VWI, please fill out the bottom portion of this letter and overnight it together with the non refundable check of \$350.00 made payable to the NYC Department of Education to:

**NYC Department of Education  
Office of Payable Operations  
65 Court Street, Room 1001  
Brooklyn, NY 11201  
Attn: Kim Lowry**

Once the check has cleared, access to the VWI will be given to your company at which time you will be notified.

SHOULD YOU NEED ADDITIONAL INFORMATION AND/OR CLARIFICATION,  
PLEASE CALL  
(718) 935-3939.

ONCE YOU'RE GIVEN ACCESS TO THE SYSTEM, SHOULD YOU NEED GUIDANCE  
LOGGING ONTO THE SYSTEM, YOU CAN CALL (718) 935-2841.

# ADMINISTRATORS

## 1.0 SES PROGRAM TIMELINE FOR ADMINISTRATORS

\* Subject to change

<b>Fall Session</b>	
August 2007	Principal designates SES Liaison and finalizes selection of on-site SES provider.
August 27- September 7, 2007	SES materials delivered to SINI Schools.
August 15, 28, 29, 30, 2007	Telephone conference technical assistance with principal.
Early September 2007	SES information package back-packed home with eligible students. Print and backpack the Parent Notification Letter.
September – October 2007	NCLB information sessions are conducted at schools for parents pursuant to the NCLB Act; schools schedule SES provider fairs.
Ongoing	Completed enrollment forms returned to providers who forward to ISC
October 2007	Completed enrollment forms are processed. Providers contact parents for the start dates and location of student programs program.
<b>October 15, 2007</b>	<b>Supplemental Educational Services begin.</b>

<b>Spring Session *</b>	
* For eligible students from newly identified SINI schools and eligible students from existing SINI schools who did not previously enroll in SES.	
January 2008	An SES information package will be sent home with eligible students from newly identified SINI schools upon notification by NYSED.
January 2008	NCLB information sessions are conducted at schools for parents pursuant to the NCLB Act; schools schedule SES provider fairs.
Ongoing	Submit the completed provider enrollment forms to providers for forwarding to ISC.
January – February 2008	Enrollment forms are processed. Vendors contact parents for the start dates and location of student programs program.
<b>April 30, 2008</b>	<b>Last day to submit applications for SES services to ISC.</b>
<b>June 30, 2008</b>	<b>Last day of SES services.</b>

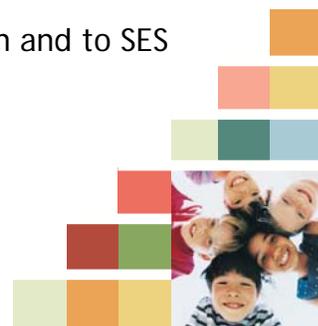
► **WEBLINK:** [Click here](http://schools.nyc.gov/Administration/NCLB/SES/Educators/CalendarDatesandEvents/Ed_u_Calendar.htm) to view calendar of events and key dates  
[http://schools.nyc.gov/Administration/NCLB/SES/Educators/CalendarDatesandEvents/Ed\\_u\\_Calendar.htm](http://schools.nyc.gov/Administration/NCLB/SES/Educators/CalendarDatesandEvents/Ed_u_Calendar.htm)

## 2.0 PREPARING FOR SES

### NCLB SUPPLEMENTAL EDUCATIONAL SERVICES PROGRAM 2007-08

#### *Quick Checklist for Principals and SES Liaisons*

- Review Admin Manual for School Implementation of SES;
- Schools will conduct a Parent Information session(s) or Provider Fair before October 6, 2007. All providers must be invited (SEE SAMPLE INVITATION).  
Date(s) of information session or fair: \_\_\_\_\_;
- Print out sufficient quantities of ATS labels before September 30<sup>th</sup> (meal code data is purged after this date);
- Schools distribute SES information packets to parents by no later than September 21, 2007;
- Notify parents of SES providers working in school building in neutral language (SEE SAMPLE LETTER);
- SES selection forms may not be photocopied (Only original Selection form in color is to be used). Contact SES implementation for additional copies: 212 374-6099 or email: [NCLBSESProgramSupport@schools.nyc.gov](mailto:NCLBSESProgramSupport@schools.nyc.gov).
- Parents submit enrollment forms to the SES provider;
- All Provider non-DoE staff must wear photo ID daily;
- All Provider non-DoE staff must sign-in and out of school daily;
- Providers are required to furnish Principal/SES Liaison with Student Education Plans and student progress reports for students enrolled in their programs (**on-site and off-site providers**);
- Provider may not employ parents in the same school where their child is enrolled or receives SES services;
- Provider cannot employ DOE employees except for teachers as instructor/ tutor and/or lead teacher only. **Lead teachers** provide instructional support/ professional development and **are not site supervisors**;
- Provider staff must adhere to the Code of Ethics outlined in the SES Manual; including refraining from providing incentives to parents/student;
- Providers may not offer incentives or rewards to students in their program unless they have a state-approved program. Schools will be notified of the providers that have approval for a rewards program;
- Principals should report any provider wrongdoing to their SES liaison and to SES Implementation.



## 2.1 Key Tasks to Complete Before the Start of SES Program

- Identify SES providers that will work in your school building.
- Designate an SES liaison responsible for assisting with implementing the requirements of SES.
- Print out ATS labels for eligible students only.
- Affix labels to SES packages.
- Print and back-pack SES Notification Letter.
- Back-pack SES packages home.

► **EXHIBIT M: [SES NOTIFICATION LETTER](#)**

► **[Click here to download template](#)**

[http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu\\_Resources.htm](http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)

► **REMINDER:** *ATS meal code information is purged after September 30<sup>th</sup>. Therefore it is important that you print out sufficient quantities of student labels in the event that parent enrollment forms need to be replaced.*

## 2.2 Generate ATS Labels for SES Eligible Students (RLBI)

An ATS Information Label contains the student name, ID number, sex, date of birth, address, telephone, parent(s) or guardian(s) name(s), borough, school, grade code, official class, and room. When a student is admitted, users are given the option (after admission) of generating a page of 14 information labels to be used to affix to various forms, cards, cumulative record, etc. There are options to print one information label per student for the entire school, grade, or official class. You also have the option to print by indicator.

**For the purposes of Supplemental Educational Services (SES), you will be creating labels for student with meal code indicators (A and 1). ONLY STUDENTS WHO HAVE A MEAL CODE INDICATOR A OR 1 QUALIFY FOR SES.**

► **REMINDER: UNIVERSAL MEAL SITE SCHOOLS (NOT THE BASE YEAR) MAY PRINT OUT RLBI LABELS FOR ALL STUDENTS ENROLLED IN THE SCHOOL.**

- **Label Information:**
  - Size: 4" x 1 -1/3"
  - Type: Avery 5162 or equivalent
  - Purchase using Item Master or at any office supply store
- **From the ATS Primary Menu**

```

PROFILE 30-Q-145      New York City Public Schools      09-09-01 15:00:34
INIT0100-DEMO-Q      Automate The Schools Primary Menu      00156-KGANSE
==>  _

1 NEWS The Latest News          2 SVCS Supplemental Services
3 BIOG Biographical Information  4 HIST History
5 ATTD Attendance              6 REPT ATS Reports
7 MNTN Maintenance            8 SBMS School Based Management
9 PLAC Middle School Placement 10 MSPA Middle School SPA
11 ESPA Elementary School SPA   12 PATD Period Attendance
13 RSVC Related Services

Place cursor next to selection desired and press Red enter
F1/Help  F2/      F3/      F4/Lookup  F5/Print news  F6/
F7/      F8/      F9/Refresh F10/      F11/      F12/Exit

```

- Select **ATS Reports (6 REPT)**
- Press **RIGHT CONTROL (RED ENTER)**

```

PROFILE 30-Q-076      New York City Public Schools      09-11-02 11:34:40
REPT0100-DEMO-Q      ATS Reports Menu                  00149-PWEINER
==>

1 RPST Standard                2 RPDI District Level
3 RPBI Biographical            4 RPEX Exam Reports
5 RPAT Attendance              6 RPLG End Of Year
7 RPCL Class Information        8 RLBL Labels
9 RTRN Transportation Reports   10 RPHI History
11 RHLT Health and Immunization 12 RPLC Middle School Placement
13 RMSP Middle School SPA      14 RESP Elementary School SPA
15 SIRS Student Information     16 RPSF Status Reports
17 RPPA Period Attendance       18 RSPM DAA School Profile Reports
19 RPCI City Level             20 RELA Related Services Reports
21 RBSS BESIS Reports

Place cursor next to selection desired and press Red enter
F1/Help  F2/      F3/Quit-return F4/Lookup  F5/      F6/
F7/      F8/      F9/Refresh     F10/      F11/     F12/Exit

```

- Select **Labels (8 RLBL)**
- Press **RIGHT CONTROL (RED ENTER)**

```
PROFILE 30-Q-076      New York City Public Schools      09-11-02 11:40:16
RLBL0100-DEMO-Q      ATS Labels Menu      00149-PWEINER
==> █

          1 RLBI Information Labels
          2 RLBM Mailing Labels
          3 RLFI Future Information Labels
          4 RLFM Future Mailing Labels

Place cursor next to selection desired and press Red enter
F1/Help   F2/      F3/Quit-return F4/Lookup   F5/      F6/
F7/      F8/      F9/Refresh    F10/       F11/     F12/Exit
```

- Select **Information Labels (1 RLBI)**
- Press **RIGHT CONTROL (RED ENTER)**
- **INFORMATION LABEL GENERATION SCREEN**



**PROFILE 00-0-000**      **New York City Public Schools**      **09-28-04 12:38:31**  
**ATS0400**                      **School Indicator Listing Screen**                      **01775-XXXXXX**  
 ==>

**AIS SERVICES**

\_ BILINGUAL    \_ FOSTR HOME    \_ ELA ELIG    \_ SCHOOL A    \_ COLLGE NOW  
 \_ ESL            \_ TEMP HOUS    \_ ELA PART    \_ SCHOOL B    \_ POST GRD  
 \_ LEP            \_ HEALTH INS    \_ MATH ELIG    \_ SCHOOL C  
 \_ SPEC ED      \_ GIFTED        \_ MATH PART    \_ DIST A        \_ YTD ATTEND  
 \_ MAINSTRM    \_ REL TIME      \_ SCI PART     \_ DIST B        \_ ELA PROF  
 \_ RES ROOM    \_ EXTEND DAY    \_ SS PART      \_ DIST C        \_ MATH PROF  
 \_ ADD'L RS     \_ CHAP 53       \_ SUPP SVC     \_ 407 FLAG  
 \_ COUNSEL      \_ PLUS PROG     \_ ELA AT RSK   \_ ONGNG SVC    \_ HEALTH ALRT  
 \_ SPCH SVC     \_ SUMM SCHL                      \_ SECT 504  
 \_ PHYS CHAL    **A MEAL CODE**    \_ BASIS ST     \_ GRAD CAND  
 \_ CT/ST        \_ IMMN STAT     \_ TEST MOD     \_ GR9 ENTRY

VALID ENTRIES:    Y - STUD. W/ VALUE 'Y'  
 (MAX ENTRIES 4)   @ - STUD. W/O VALUES  
                          # - STUD. W/ALL VALUES

**Enter selection(s) next to desired indicator(s) or press F4**  
**F1/Help    F2/Select    F3/Quit-return    F4/Lookup    F5/            F6/**  
**F7/        F8/        F9/        F10/        F11/        F12/Exit**

- Press **F2** to select – this will bring you back to ATS Information Label Generation Screen
- You should see the **Meal Code** next to the Indicator Field in yellow

**PROFILE 00-0-000**      **New York City Public Schools**      **09-28-04 12:39:29**  
**RLBL0110**                      **ATS Report Selection Screen**                      **01775-XXXXXX**  
 ==>

**INFORMATION LABEL GENERATION SCREEN**

SCHOOL NUMBER XXX

SELECTION CRITERIA: (MULTIPLE SELECTIONS MAY BE ENTERED)

ENTIRE SCHOOL                      : **Y**  
 GRADE CODE                         : \_\_\_\_  
 GRADE LEVEL                        : \_\_\_\_ 7 LABELS PER STUDENT: \_  
 OFFICIAL CLASS                     : \_\_\_\_ (FOR GRADE OR CLASS ONLY)  
 STUDENT ID:    \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

**INDICATOR** (PRESS F4, DEFAULT IS ALL) : \_ **MEAL CODE**

SORT OPTIONS: (DEFAULT IS ALPHA ONLY)

BY GRADE CODE                      : \_  
 BY GRADE LEVEL                     : \_  
 BY OFFICIAL CLASS                   : \_  
 BY ROOM                              : \_ (OVERNIGHT REQUEST)

PRINT OPTION: (ENTER PRINTER INFORMATION)

DIST: 000 LOC: LCL PRINTER: S HOLD: N

Press F6 to execute. Load "14 up" labels before releasing from print queue.

**F1/Help    F2/        F3/Quit-return    F4/Lookup    F5/            F6/Execut**  
**F7/        F8/        F9/Refresh      F10/        F11/        F12/Exit**

- **Continue with sort and print options**

- **Print Option:** Verify that the correct location and printer number have been identified.
- Press **(F6/Execut)** to generate the labels. Labels will be generated and placed on Hold in **OMS**.
- Load label stock face down in the printer drawer used for ATS forms or rosters.
- Release the labels from **OMS** or **OMSHS**.
- Log on to **OMS** or **OMSHS**.
- Locate the label job. **JOBNAM = RLBI**.
- Enter **R** in the **Actn** field.
- Press **RIGHT CONTROL (RED ENTER)**.

Once you have completed with students with Meal code A, repeat the process for generating labels for students with Meal Code 1.

### 2.3 Print individual ATS Labels from NCLB/SES Application

- ATS labels should be first generated using the RLBI function in ATS. If you need to print labels individually or by grade, it is easier to do this using the NCLB/SES Database.
- First go to the website: <https://ats.nycboe.net/nclbwebapplication/>
- Click on "Student Label" on the left hand navigation pane
- You have the option of printing out individual labels for students or for an entire school or grade
- To print an ATS label by student ID click on "By StudentID"
- From this screen you can select print preview
- Load label stock face down in the printer drawer and select print

- If you need to print labels for entire school or by grade select the option "By School" and using the drop-down menus select your school DBN, School or grade level.
- From this screen you can select print preview
- Load label stock face down in the printer drawer and select print

► **REMINDER:** *If you are unable to access the website, please contact your LAN administrator or [NCLBSupport@schools.nyc.gov](mailto:NCLBSupport@schools.nyc.gov) for assistance.*

► **WEBLINK:** **Click here** to download the instructions for generating ATS labels using RLBI

[http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu\\_Resources.htm](http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)

## 3.0 SELECTING PROVIDERS TO USE CLASSROOM SPACE

### 3.1 Principal Guidelines for Selecting Providers in Schools

NCLB Supplemental Educational Services Non-Regulatory Guidance (June 13, 2005) provides in pertinent part: "an LEA should select providers to operate on-site in a manner that is fair, transparent, and objective. Whatever the system an LEA uses, it should strive to provide parents with as diverse and large a group of on-site providers as possible, including faith-based and community providers."

The guidelines are intended to assist principals in accommodating interested SES providers in school locations. Principals should use the guidelines to select providers to work in their school buildings.

Principals must make determinations based on the following guidelines:

- Provider has a track record of demonstrated effectiveness, customer satisfaction, and service delivery.
- Provider's program can meet the needs of all students, including students with disabilities and ELLs.
- Provider is flexible in scheduling tutoring sessions.
- For Providers that offered SES in your school building during the previous school year, please also consider the following guidelines:
  - Instructors/Tutors and students were adequately supervised during tutoring sessions, and supervisors or managers were available and accessible.
  - Provider supplied enough materials for every student in their program in a timely manner.
  - Provider took care of the school property and followed school safety and emergency procedures.
  - There was adequate and ongoing communication with school and parents regarding student progress.

**New providers for 2007-08:** We expect that all new providers will have fully executed contracts by the time SES is launched in September. However there is always the possibility of delays and providers are instructed to keep both schools and parents updated on their status. Providers must have a registered contract in order to provide SES. If the delay extends too far into the school year, and it is evident that the provider cannot begin services in a timely manner, it is the principal's prerogative to terminate access to the school.

### 3.2 Selecting On-Site Providers

- Coordinate the SES program(s) with other after-school programs operating in your building. In order to maximize the benefit of the SES programs for students and to minimize competition for staff and space, principals are advised to schedule SES sessions on days when few programs are in operation. Please give some thought to the logistics of hosting an overabundance of after-school programs. Although each provider is required to provide adequate supervision for their respective program, you may find it necessary to have a supervisor to ensure that all of your extended day programs are operating smoothly.
- Keep in mind how the 37.5 minutes of extended academic intervention may impact the SES programs. If the provider employs DOE teachers, the program may not be able to begin until the conclusion of the extended day program.
- Consider a variety of SES programs to meet the diverse academic needs and family circumstances of eligible students,
  - Before or After-school

- Saturday program
- Individualized tutoring may take place in the school library/auditorium or other appropriate, well-supervised area and can be scheduled prior to the start of school day as well as after-school.
- SES programs can provide additional resources to the neediest students in your school.
- Students mandated to attend the extended day program should be encouraged to enroll in SES programs to maximize their learning opportunities.
- Be mindful of the number of hours and/or weeks offered by the providers. The frequency and duration of tutoring sessions varies greatly with every provider program depending on their contractual agreement with the NYCDOE. **These hours cannot be increased or altered in any way.**
- Providers may not restrict the offering of services to certain grades as a condition to working in your school building.
- Providers may not alter the design of the approved program or curriculum materials.
- The provider staffing selection process is determined by the provider.

► **WEBLINK:** [Click here](http://schools.nyc.gov/Administration/NCLB/SES/Educators/ProvidersSelectionGuidelines/Edu_SelProv.htm) to view the guidelines

[http://schools.nyc.gov/Administration/NCLB/SES/Educators/ProvidersSelectionGuidelines/Edu\\_SelProv.htm](http://schools.nyc.gov/Administration/NCLB/SES/Educators/ProvidersSelectionGuidelines/Edu_SelProv.htm)

► **REMINDER:** *A student is enrolled in only one SES program for the year. Once a student completes the SES program, he or she cannot enroll with another program.*

► **REMINDER:** *No matter which providers you select to have in your building, it is the parent who chooses which program his/her child will attend.*

### 3.3 Agreement with Principal

Once an extended use permit is approved, the school completes an SES Engagement Notice with each provider.

► **WEBLINK:** [Click here](http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm) to download the engagement notice

[http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu\\_Resources.htm](http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)

► **EXHIBIT C:** [Engagement Notice](#)

- You should arrange a meeting with your selected providers to discuss supervision, safety and security issues as well as review the school's safety plan; discuss pertinent aspects of their emergency procedures and schedule sessions and room assignments.

## 4.0 PREPARATION AND DISTRIBUTION OF SES MATERIALS

Principals will receive SES parent information packages in boxes before the start of the school year.

- The boxes will have color coded labels fluorescent green for English packets and fluorescent orange for Spanish addressed as follows:

<p><b><u>ATTN: SCHOOL PRINCIPAL</u></b> <b>URGENT – IMPORTANT</b> <b>TIME SENSITIVE MATERIAL</b> <b><u>ENGLISH</u></b> <b><i>SES PARENT INFORMATION</i></b> <b><i>PACKETS</i></b></p> <p>Contents:</p> <ul style="list-style-type: none"><li>• <b>SES Parent Guide 2007-08</b><ul style="list-style-type: none"><li>○ Provider Directory</li><li>○ FAQs</li><li>○ Instructions</li><li>○ Timeline</li></ul></li><li>• <b>Enrollment Form</b></li></ul>	<p><b><u>ATTN: SCHOOL PRINCIPAL</u></b> <b>URGENT – IMPORTANT</b> <b>TIME SENSITIVE MATERIAL</b> <b><u>-SPANISH-</u></b> <b><i>SES PARENT INFORMATION</i></b> <b><i>PACKETS</i></b></p> <p>Contents:</p> <ul style="list-style-type: none"><li>• <b>SES Parent Guide 2007-08</b><ul style="list-style-type: none"><li>○ Provider Directory</li><li>○ FAQs</li><li>○ Instructions</li><li>○ Timeline</li></ul></li><li>• <b>Enrollment Form</b></li></ul>
--	--

- School staff should become familiar with the contents and information contained in the packet.

► **WEBLINK:** [Click here](http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm) to download the notification letter, provider directory and parent guide

[http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu\\_Resources.htm](http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)

- Schools will receive sufficient quantities of materials in English and Spanish to distribute to students identified as eligible for free lunch.
- New admits to your school that have no meal code information in ATS will not be eligible until the parents or guardians submit lunch forms to verify income eligibility as per the federal guidelines.
- If you require additional Parent Information packages, please email NCLB SES implementation at [nclbses@schools.nyc.gov](mailto:nclbses@schools.nyc.gov) or contact your SES Liaison.
- The materials are also available, except for the Provider Enrollment form, in seven other languages and can be downloaded from the SES website as needed.
- As soon as your school has received the materials, you should begin to affix ATS information labels for eligible students only to the SES information packets.
- Download the SES flyer; distribute and post in your school.
- Posters will be sent to you; post the posters in a prominent location in your school.
- Schools should send home a letter that notifies parents of the providers in the building using neutral language and indicating only the name(s) of the programs while reminding parents of their options to select any other providers.

▶ **WEBLINK:** [Click here](http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm) to download the SES Parent Flyer  
[http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu\\_Resources.htm](http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)

▶ **EXHIBIT N:** [SES Flyer](#)

▶ **WEBLINK:** [Click here](http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm) to download the Sample letter to Parents Regarding Providers in Schools  
[http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu\\_Resources.htm](http://schools.nyc.gov/Administration/NCLB/SES/Educators/KeyDocumentsandResources/Edu_Resources.htm)

▶ **EXHIBIT O:** [Sample Letter to Parents Regarding Providers in School Buildings](#)

▶ **REMINDER:** *ATS Labels for eligible students are to be affixed to enrollment forms and not to be given to providers. If parents lose their forms or claim not to have received a enrollment form, it is the school's responsibility to replace and/or provide enrollment forms with the appropriate student information label.*

- To ensure that applications are processed expeditiously at the ISC's we recommend that schools print out sufficient quantities of the student labels. **The ISCs will not process applications without the proper ATS label.** It is the provider's only assurance that the student is eligible for SES.
- Begin distribution of these materials to parents of all eligible students.

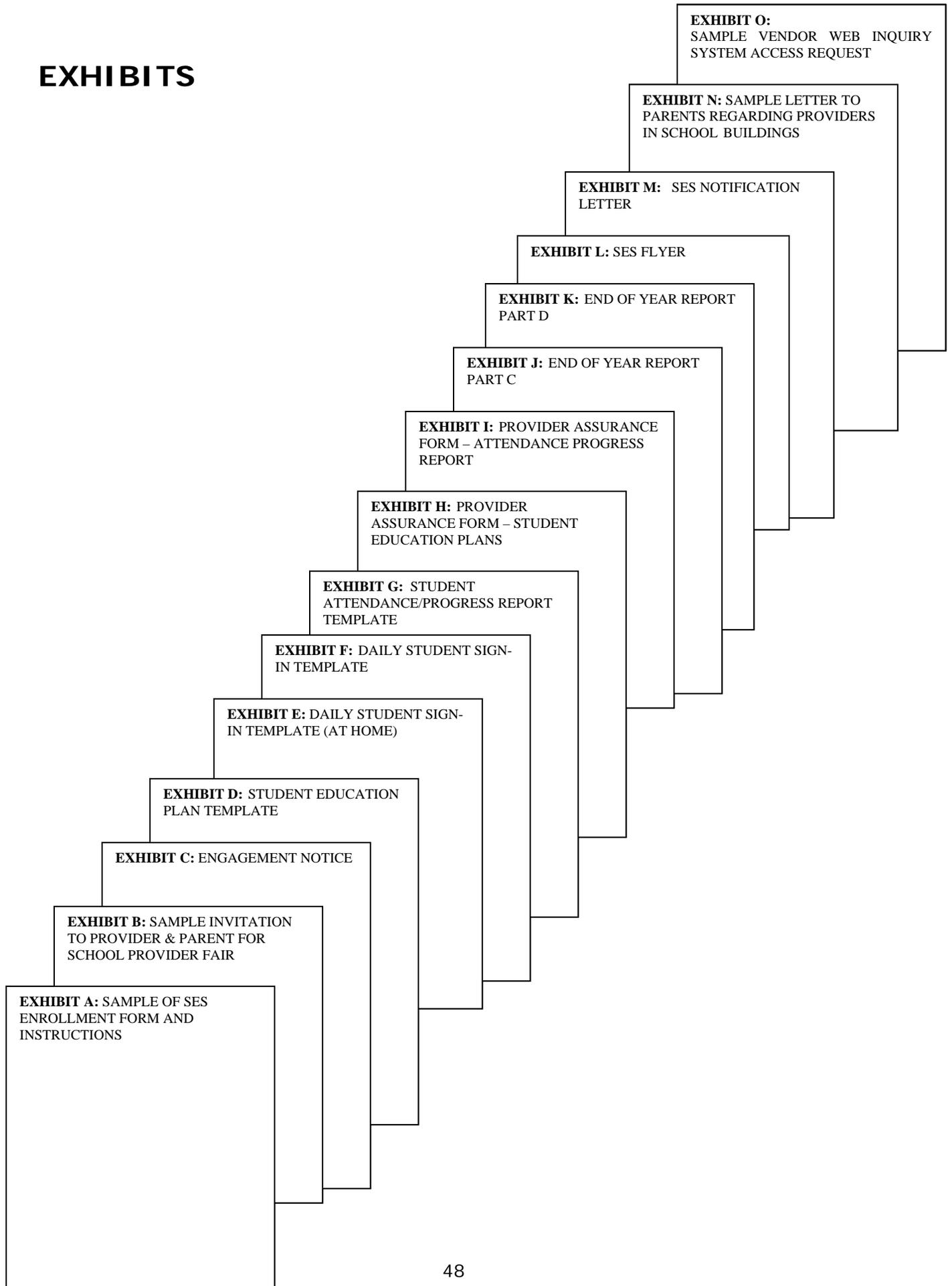
▶ **REMINDER:** *Contact your SES Liaison or the SES Implementation Office if you need additional materials at [nclbsesprogramsupport@schools.nyc.gov](mailto:nclbsesprogramsupport@schools.nyc.gov)*

## 5.0 NCLB Database

Principals have access to and can review a list of eligible students and current enrollment by accessing the NCLB-SES database.

<https://ats.nycboe.net/nclbwebapplication>

# EXHIBITS



# EXHIBIT A: SAMPLE OF SES ENROLLMENT FORM AND INSTRUCTIONS



## NEW YORK CITY DEPARTMENT OF EDUCATION SUPPLEMENTAL EDUCATIONAL SERVICES SES ENROLLMENT FORM 2007-08

OFFICE USE ONLY
Date/Time Received _____
Received By: _____

**PARENTS: Please complete this enrollment form and return it to your selected provider.**

**SCHOOLS:** Affix ATS Information Label for eligible students here  
**NOTE:** Application will not be processed without an ATS Student Information Label

### 1. CURRENT CONTACT INFORMATION

Parent/Guardian First Name	Parent/Guardian Last Name
Address	Apt #
City	State
	Zip Code
Home Phone Number	Cell Phone Number

### 2. PROVIDER SELECTION

Provider Name

### 3. PROGRAM SERVICE

Provider ID      Provider Service Code

### 4. CONSENT TO ENROLL STUDENT IN SES PROGRAM AND TO SHARE STUDENT INFORMATION

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.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 5. PROVIDER SIGNATURE

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 services. PERIOD OF SERVICE: OCTOBER 2007—JUNE 2008

## INSTRUCTIONS

**STEP 1: Review the Provider Directory and speak with a representative to find the best provider for your child.**

**STEP 2: Fill out the SES Enrollment Form**

- 1. CURRENT 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**  
Once you have decided which provider you would like for your child:
  - Talk with the provider to determine if the program would best suit your child's needs.
  - 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**
  - read the consent statement
  - sign and date the enrollment form
- 5. PROVIDER SIGNATURE**
  - Provider signs and dates the provider selection form

**STEP 3: Answer the following question**

Please tell us how you learned about SES so that we can continue to improve our outreach to parents.  
 (Please check all that apply)

I received an SES parent package from my child.  
 I talked to the school's parent coordinator or principal.  
 I was contacted by provider(s) directly.  
 I received a postcard or provider mailing.  
 I saw an ad in the newspaper.  
 I read about SES on the DOE website.  
 I heard about it at my place of worship, public library, or community center.

**STEP 4: Return the completed SES enrollment form to your selected provider so they can submit it for processing.**

**STEP 5: 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 6: On the first day of tutoring, go with your child so that you can help in developing your child's Student Education Plan. Be sure to sign the plan and get a copy.**

**EXHIBIT B: SAMPLE INVITATION TO PROVIDER & PARENT FOR SCHOOL PROVIDER FAIR (email using Provider Distribution lists.)**

INVITATION TO PROVIDER TO SES FAIR

**[SCHOOL LETTERHEAD]**

Dear SES Providers,

Thank you for your interest in wanting to provide Supplemental Educational Services (SES) to our students.

We want to ensure that all eligible students take full advantage of SES and so our school is scheduling a Provider Fair on **[DATE, TIME, and LOCATION IN THE SCHOOL]** where you will have an opportunity to speak to parents and recruit students for your services.

**[If the fair is being held in conjunction with another parent event]**

The fair is being held on the same night as **[first PA/PTA meeting/Welcome Back to School/etc]** so that parents will have the opportunity to conveniently meet with you, obtain information as well as sign up their children, if they so choose.

Please confirm your attendance to this fair by contacting **[NAME]** at **[CONTACT INFORMATION]** by **[DATE]**. When you confirm, please provide the name of your agency and the name(s) of your representatives.

Sincerely

School Principal

## INVITATION TO PARENT TO SES FAIR

[SCHOOL LETTERHEAD]

Dear Parent or Guardian,

Help your child succeed in school – sign up for free tutoring!

We want to ensure that you take full advantage of SES for your child and so our school is scheduling a Provider Fair where you will have an opportunity to speak to SES providers and sign up your child for free tutoring services.

The fair will take place on **[DATE, TIME, and LOCATION IN THE SCHOOL]**

**[If the fair is being held in conjunction with another parent event]**

The fair is being held on the same night as **[first PA/PTA meeting/Welcome Back to School/etc]** so that you will have the opportunity to conveniently meet with SES providers, obtain information as well as sign up your child, if you choose. Don't forget to bring your SES Information Package with you to the fair.

I want to encourage all parents of eligible students to attend and to get free academic help for their children.

If you have any questions, please contact **[NAME]**.

Sincerely

School Principal

## EXHIBIT C: ENGAGEMENT NOTICE

### [SCHOOL LETTERHEAD]

School: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
SSO: \_\_\_\_\_ District: \_\_\_\_\_  
School Address: \_\_\_\_\_  
School SES Liaison \_\_\_\_\_  
SES Provider: \_\_\_\_\_  
Contract # \_\_\_\_\_ Vendor #: \_\_\_\_\_  
Vendor Contact: \_\_\_\_\_

The Supplemental Education Service Provider (hereinafter, “Provider”) shall provide Supplemental Educational Services in the aforementioned school in accordance with the aforementioned contract with the New York City Department of Education (hereinafter, “Department”). *The Principal shall work collaboratively with the SES Provider to ensure both the success of the students and the success of the SES program.*

Notwithstanding anything in the contract to the contrary, the Provider shall adhere to the following requirement:

- a. Provider shall not commence service on school grounds until Provider has: been issued an approved permit; submitted to the Principal proof that all staff providing service on school grounds have been fingerprinted; submitted to the Principal proof of the required liability and property insurance.
- b. The Provider shall limit its use of the Department space to the operation of the SES Program, in accordance with the permit and the terms of its agreement with the DOE.
- c. The Provider is authorized to use rooms specifically designated by the Principal for SES programs. No other room shall be used by the Provider without prior approval from the Principal. If necessary, the Provider shall request additional space from the Principal.
- d. The Provider shall comply with all Department and school procedures, regarding the use of Department space, including but not limited to the school safety plan, copies of which will be provided to the Provider by the Principal.
- e. The Provider may request school storage space to store SES program related materials. Allocation of storage space is subject to availability and may be revoked upon 5 days notice if said space is needed for use by the school. Provider shall not store any material on school grounds during the summer months and further agrees upon expiration of the contract or permit, the Provider shall immediately remove all materials from storage. Provider assumes all risk of loss due to theft, casualty or abandonment of any property stored in the space. Provider agrees to maintain property insurance for any property stored or used on school grounds. Provider releases the City of New York, the Department of Education and all employees,

students and visitors from any liability for loss of said property. If provider does not wish to assume all risk of loss, Provider shall store all materials off site.

f. The Provider shall provide all necessary materials, including materials to each student in the SES Program.

g. Absent the prior approval of the school principal, the Provider is not authorized to use school/classroom equipment or materials.

h. The Provider shall ensure that the operation of its program does not interfere with, disrupt, or impede any other school programs in the school.

i. The Provider shall ensure adequate staff to instruct and supervise all students in the SES Program.

j. The Provider shall have a continuing obligation to ensure that only staff that has received fingerprint clearance and background check will be permitted in the school throughout the year.

k. The Provider shall ensure that members of its staff comply with the Chancellor's Regulation regarding the report of any and all alleged child abuse and School-related crimes and sexual molestation. The Provider shall inform the principal of any health and/or safety emergency immediately within twenty-four (24) hours of discovery.

l. Provider agrees that the School may revoke the permit immediately if the Provider violates any provision of the contract or this engagement letter.

m. Provider shall not enter into any other agreements with the Principal. Provider's NCLB-SES agreement with the New York City Department of Education provides the general rules of engagement for this program.

SUPPLEMENTAL EDUCATION  
SERVICE PROVIDER

PRINCIPAL

\_\_\_\_\_  
Signature of Authorized Personnel

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Copy of this notice is to be forwarded to the appropriate Integrated Service Center, the NCLB-SES Program Office at 52 Chambers Street - Room , New York, NY 10007, ATT: K. Lawrence and to the Division of Contracts and Purchasing at 65 Court Street, Room 1201, Brooklyn, NY 11201, ATT: Susan Naste

**EXHIBIT D: STUDENT EDUCATION PLAN TEMPLATE**



**New York City  
Department of Education**

**Supplemental Educational Services  
Student Education Plan**

**2007-2008**

<b>Student Information</b>					
Instructions: Please complete the information for each student and submit a copy to the parent (and maintain a copy in the child's folder).					
<b>STUDENT DETAILS</b>					
<b>Student ID</b>	<b>Student First Name</b>		<b>Student Last Name</b>		
<b>Special Ed (Y/N)</b>	<b>ELL (Y/N)</b>	<b>District</b>	<b>School Number</b>	<b>School Name</b>	
<b>PROVIDER SESSION DETAILS</b>					
<b>Location of Instruction</b>			<b>Provider Name</b>	<b>Provider ID</b>	
<b>Attendance Group Name</b>			<b>Program Service Name</b>	<b>Service ID</b>	
<b>Information provided by parent (check all that apply with a "Y")</b>			<b>Comments:</b>		
Report Cards	<input type="checkbox"/>	Grow Net Report (G4-9)			<input type="checkbox"/>
Stand Test Scores	<input type="checkbox"/>	ECLAS 2			<input type="checkbox"/>
EPAL	<input type="checkbox"/>	EL SOL			<input type="checkbox"/>
NYSESLAT	<input type="checkbox"/>	Other			<input type="checkbox"/>
<b>PLAN DETAILS</b>					
<b>Plan Start Date:</b>		<b>Maximum Days:</b>		<b>Maximum Hours:</b>	
Based on the information provided by the school and in consultation with the parents, the following achievement goals have been agree upon:					
<b>Achievement Goal(s)</b>		<b>Service Period</b> From _____ to _____ e.g (11/01 – 11/30)	<b>Evaluation/Measurement/Assessment Tools</b>		
I have discussed the information regarding SES for my child with the provider and agree to the services to be provided.					
<b>Parent Name:</b>		<b>Parent Signature:</b>		<b>Date:</b>	
<b>Provider Name:</b>		<b>Provider Signature:</b>		<b>Date:</b>	

## EXHIBIT E: DAILY STUDENT SIGN-IN TEMPLATE (AT HOME)



**New York City  
Department of Education**

**Supplemental Educational  
Services Student Sign-In (At-Home)**

**2007-2008**

Student Details					
Student ID	Student First Name	Student Last Name			Grade
Session Details					
Location of Instruction			Provider Name		Prov ID
Attendance Group Name			Program Service Name		Service ID
Student & Parent Certification					
Date of Service	Start Time	Student Signature (Start Session)	End Time	Student Signature (End Session)	Parent Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
Instructor & Supervisor Certification					
<i>I hereby certify that I have provided supplemental educational services to the above named students on the date indicated herein. 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.</i>					
Instructor Name			Instructor Signature		Date
Supervisor Name			Supervisor Signature		Date

## EXHIBIT F: DAILY STUDENT SIGN-IN TEMPLATE



**New York City  
Department of Education**

**Supplemental Educational  
Services Student Sign-In**

**2007-2008**

Session Details					
Date of Session	Location of Instruction	Provider Name			Prov ID
Attendance Group Name		Program Service Name	Serv ID	Session Start Time	Session End Time
Student Information					
Name of Student	Student ID	Start Time	Student Signature (Start of Session)	End Time	Student Signature (End of Session)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Instructor & Supervisor Certification					
I hereby certify that I have provided supplemental educational services to the above named students on the date indicated herein. 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.					
Instructor Name			Instructor Signature		Date
Supervisor Name			Supervisor Signature		Date

## EXHIBIT G: STUDENT ATTENDANCE/PROGRESS REPORT TEMPLATE



New York City  
Department of  
Education

Supplemental Educational  
Services  
Student Attendance /  
Progress Report

2007-2008

STUDENT DETAILS					
Student ID	District	School	Student First Name	Student Last Name	Grade
SESSION DETAILS					
Location of Instruction			Provider Name		Provider ID
Attendance Group Name			Program Service Name		Service ID
MONTHLY ATTENDANCE					
MONTH		Dates of Services		Total Number of Minutes	Total Number of Hours
	Week 1				
	Week 2				
	Week 3				
	Week 4				
	Week 5				
	Month Total				
ACADEMIC PROGRESS					
ACADEMIC GOALS ACHIEVED			MEASUREMENTS USED		
1.					
2.					
3.					
4.					
5.					
CERTIFICATION OF PROVISION OF SERVICES					
<p>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.</p>					
Instructor Name			Instructor Signature		Date
Supervisor Name			Supervisor Signature		Date
Parent Name			Parent Signature		Date

**EXHIBIT H: PROVIDER ASSURANCE FORM – STUDENT EDUCATION PLANS**



**New York City Department of Education  
NCLB/SES Implementation 2007-08  
SES Provider Assurance for Completion of SES Student Plans**

Pursuant to Section 1116(e) of the NCLB Act of 2001, SES providers are required, in consultation with the parent, to identify and develop specific academic achievement goals for each student, measures of student progress, and a timetable for improving achievement. The SES Provider should make a concerted effort to have parents sign and return student educational plans as an affirmation of their agreement to the service approach. Please certify that Student Plans have been developed and distributed to parents and schools.

**Provider Program:** \_\_\_\_\_

**School** (SSO/District/Number) or **Service Site:** \_\_\_\_\_

**Dates of service:** \_\_\_\_\_ **to** \_\_\_\_\_ **No. of students:** \_\_\_\_\_

I certify (as indicated by my signature below) that the following has been completed for each student enrolled and participating in our SES program at the service site indicated above in accordance with the No Child Left Behind (NCLB) requirements. *I understand that I have an ongoing obligation to submit student plans to the NYCDOE for any new students enrolled at this site.*

SES Student Plans: *(please check all that apply)*

- Copies given to parents
- Copies given to school
- Copies available/ maintained at the service site

Number of student plans not signed by parents at the time of this submission: \_\_\_\_\_

Please sign below and return with scanned copies of student plans (in Word, PDF or TIF format) along with an excel spreadsheet that includes (1) student ID and (2) student's first and last name **prior to your first certification for payment.**

Date of first certification: \_\_\_\_\_

\_\_\_\_\_  
Authorized Provider Signature

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Please mail all SEPs and Assurances to:**

**Office of SES Implementation  
NYC Department of Education  
52 Chambers Street, Room 213  
New York, NY 10007**

*Please be advised that payments will be withheld until all required documentation has been submitted to our satisfaction.*

**EXHIBIT I: PROVIDER ASSURANCE FORM – ATTENDANCE PROGRESS REPORTS**



**New York City Department of Education  
NCLB/SES Implementation 2007-08**

**SES Provider Assurance for Completion of SES Attendance/Progress Reports**

Pursuant to Section 1116(e) of the NCLB Act of 2001, parents whose children receive SES must be regularly informed of their child's progress in a format and, to the extent practicable, in a language that such parents can understand. The SES Provider should make a concerted effort to have parents sign and return student progress reports. The Provider also needs to ensure that the Principal and the teachers are aware of student progress so that this information might inform regular classroom instruction. Please certify that Progress Reports have been developed and distributed to parents and schools.

**Provider Program:** \_\_\_\_\_

**School (SSO/District/Number) or Service Site:** \_\_\_\_\_

**Dates of service:** \_\_\_\_\_ **to** \_\_\_\_\_ **No. of students:** \_\_\_\_\_

I certify (as indicated by my signature below) that the following has been completed for each student enrolled and participating in our SES program at the service site indicated above in accordance with the No Child Left Behind (NCLB) requirements. *I understand that I have an ongoing obligation to submit student plans to the NYCDOE for any new students enrolled at this site.*

SES Attendance/Progress Report: *(please check all that apply):*

- Copies given to parents
- Copies given to school
- Copies available/ maintained at the service site

Number of Attendance/Progress Reports not signed by parents at the time of this submission: \_\_\_\_\_

Please sign below and return with scanned copies of student attendance/progress reports (in Word, PDF or TIF format) along with an excel spreadsheet that includes (1) student ID and (2) student's first and last name.

\_\_\_\_\_  
Authorized Provider Signature

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Please mail all Progress Reports and Assurances to:  
NCLB/SES Implementation  
Office of Special Projects  
NYC Department of Education  
52 Chambers Street, Room 213  
New York, NY 10007**

*Please be advised that payments will be withheld until all required documentation has been submitted to our satisfaction.*

## EXHIBIT J: END OF YEAR REPORT PART C

### SUMMARY REPORT OF SUPPLEMENTAL EDUCATIONAL SERVICE PROVIDERS PART C

#### Performance Summary of Supplemental Educational Services (SES) Provider (To be completed by each SES Provider functioning within the District/LEA)

Name of SES Provider:			
Provider Address:			
Provider Telephone Number:			
Provider Contact Person:			
School Year:		LEA served:	

1. Number of eligible students from the Local Educational Agency (LEA) enrolled by SES Provider this period.	Successful	
	Unsuccessful	
2. Number of students who completed service or are still enrolled in SES Provider services as of May 31	Successful	
	Unsuccessful	
3. Number of eligible students served by the SES Provider this period who are Limited English Proficient (LEP)/English Language Learners (ELL)	Successful	
	Unsuccessful	
4. Number of eligible students served by SES Provider this period who are students with disabilities IDEA/SpEd: Section 504: Total No. of Students with Disabilities Served:	Successful	
	Unsuccessful	
5. Number of students who left or terminated service with the SES Provider (attach appropriate explanation(s))	Successful	
	Unsuccessful	
6. Number of complaints filed with the SES Provider by parents or others	Successful	
	Unsuccessful	
7. Eligible students with disabilities under IDEA received appropriate services and accommodations	Successful*	
	Unsuccessful*	
8. Eligible students with disabilities under Section 504 received appropriate services and accommodations	Successful	
	Unsuccessful	
9. Eligible LEP students received appropriate services and language assistance	Successful	
	Unsuccessful	
10. At least 80% of students met academic goals	Successful	
	Unsuccessful	
11. Provider met the agreed timeline for services at least 80% of the time	Successful	
	Unsuccessful	
12. Services were consistent with the instruction and content used by LEA	Successful	
	Unsuccessful	
13. Services were aligned with State standards in ELA (including reading) and/or math	Successful	
	Unsuccessful	
14. Progress reports were provided to LEA, teachers, and parents at least quarterly	Successful	
	Unsuccessful	
15. Notices were provided to parents in a format and, to the extent practicable, a language the parent understands	Successful	
	Unsuccessful	
16. The student confidentiality requirement was respected	Successful	
	Unsuccessful	
17. Services were provided under the general supervision of a NYS Certified Teacher	Successful	
	Unsuccessful	
18. All Federal, state, and local health, safety, and civil rights requirements were met	Successful	
	Unsuccessful	
19. Services were secular, neutral, and non-ideological	Successful	
	Unsuccessful	

\* Either "Successful" or "Unsuccessful" must be checked. Unless otherwise indicated, "Successful" is defined throughout this Part as 100% success; otherwise, "Unsuccessful," must be checked.

**EXHIBIT K: END OF YEAR REPORT PART D**

**SUMMARY REPORT OF SUPPLEMENTAL EDUCATIONAL SERVICE PROVIDERS**

**PART D**

**Supplemental Service Provider Annual Report Authorization/Assurance Form  
(To be completed by SES Provider)**

The undersigned hereby certifies that I am an individual authorized to act on behalf of the supplemental educational services provider in submitting this written report required by the regulations of the Commissioner of Education (8 NYCRR § 120.4(f)(6)(xvi). I certify that all of the information provided herein is true and accurate. I understand that if any of the information contained herein (including Part C) is found to be untrue, such finding may constitute grounds for termination of provider approval pursuant to the regulations of the Commissioner of Education (8 NYCRR § 120.4(e)).

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**Assurances**

Please check the appropriate box. If you check "NO" to any item please provide a written explanation.

YES No

Provider has adequate insurance for liability, property loss and personal injury involving students.

Services were provided outside the regular school day.

Fingerprint requirements have been met.

Provider remains fiscally sound and able to fulfill all agreements to provide services.

Services were provided in locations accessible to individuals with disabilities.

No additional admission criteria were imposed on eligible students.

Federal funds were not used for religious worship or instruction.

Provider complied with the district/charter school's contractual agreement that satisfies all of the requirements contained within the regulations of the Commissioner of Education.

\_\_\_\_\_  
Typed Name of Organization

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Typed Title

\_\_\_\_\_  
Date Signed

**EXHIBIT L: SAMPLE VENDOR WEB INQUIRY SYSTEM ACCESS REQUEST**

VENDOR WEB INQUIRY SYSTEM  
ACCESS REQUEST

PLEASE COMPLETE THE INFORMATION BELOW AND SUBMIT WITH THE  
APPROPRIATE CHECK.

Company Name: \_\_\_\_\_

Federal Tax ID No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person

Please Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Authorizer's Name

Please Print: \_\_\_\_\_

Please Sign: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## EXHIBIT M: NOTIFICATION LETTER



### THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

52 Chambers Street, New York, New York 10007

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September 1, 2007

Dear Parent/Guardian,

Help your child succeed in school – sign up for free tutoring! As a result of the federal *No Child Left Behind Act*, your child is eligible for extra help in the areas of math, reading, and English language arts. Your child can receive this free tutoring, called Supplemental Educational Services (SES) because he or she attends a school that is in its second year or later of “in need of improvement,” and is eligible for free lunch.

SES offers children, especially those who may be struggling in school, a chance to get the extra academic help and individual instruction. This year, more than 80 organizations will offer free programs after school and on weekends in schools, community centers, neighborhood locations, homes and through the Internet.

You will receive a packet of information that explains how SES works and what you, as a parent or guardian, must do to make sure your child gets these free services: a Parent Guide, including a directory of state-approved SES providers, an SES Provider Selection Form with your child’s information, a calendar of important dates, and instructions on completing the selection form. In addition, your school will have information about which of these providers will be offering services in the school building. Of course, you may choose programs offered at other locations.

When deciding which tutoring program is best for your child, please consider your child’s specific learning needs. You may want to consult with your child’s teacher or school. Please contact your child’s school if you have any questions about these services.

Your school may hold a provider fair so that you can talk to the providers to help you decide which program is best for your child. Please be sure to take advantage of this opportunity to get free academic help for your child and choose an after-school tutoring program today.

Sincerely,

A handwritten signature in cursive script that reads "Joel I. Klein".

Joel I. Klein  
Chancellor

**EXHIBIT N: SES FLYER**



Whether it's getting ahead or catching up, tutoring may be a solution. You may qualify for **FREE** extra help in reading or math. This free tutoring, called "Supplemental Educational Services" (or "SES"), is offered before or after school, on weekends or when your schedule permits.

To find out if you can get free extra help to succeed in school, contact your Principal, your Guidance Counselor or the Parent Coordinator.

To learn more about the program, visit the website at:  
<http://schools.nyc.gov/Administration/NCLB/SES/default.htm>



NEW YORK CITY  
**Public Schools**  
Putting Children First

For more information, call 311 or visit [www.nyc.gov/schools/](http://www.nyc.gov/schools/)  
MICHAEL R. BLOOMBERG, MAYOR JOEL I. KLEIN, CHANCELLOR



**EXHIBIT O: SAMPLE LETTER TO PARENTS REGARDING PROVIDERS IN SCHOOL BUILDINGS**

**[SCHOOL LETTERHEAD]**

Dear Parent or Guardian:

I am writing to you because you are a parent or guardian of a (SCHOOL) student eligible for Supplemental Educational Services (SES). I want to strongly encourage you to review the materials sent home with your child about this program and to take full advantage of the free academic help offered by the providers listed in the directory. SES providers offer their services in many locations, including schools, libraries, community centers, faith-based sites as well at home and over the internet.

The following providers will be located in this school building:

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Please remember that you may select any approved provider listed in the directory and you are not obligated to select any of the providers that are located in this school. If you have more than one eligible child in this school, you are not required to select the same provider.

Your choice of provider should be based on meeting the instructional needs of each of your children. I hope that you take full advantage of this free tutoring opportunity for your child. If you have any questions, please see [indicate school staff].

Sincerely

Principal

## COMMONLY USED ACRONYMS

### Acronyms

ATS	Automate The Schools
AYP	Adequate Yearly Progress
COB	Close of Business
COIB	Conflicts of Interest Board
DBN	District, Borough, Number
DCP	Division of Contracts & Purchasing
DFO	Division of Financial Operations
DIIT	Division of Instructional & Information Technology
DOE	Department Of Education
EOY	End of Year
FAQ	Frequently Asked Questions
IEP	Individualized Education Plan
ISC	Integrated Service Center
LEA	Local Education Agency
NCLB	No Child Left Behind
NYCDOE	New York City Department of Education
NYSED	New York State Education Department
OFEA	Office of Family Engagement and Advocacy
OSI	Office of Special Investigation
OSIS	Office of Student Information Systems
PETS	Personnel Eligibility Tracking System
SEA	State Education Agency
SED	State Education Department
SEP	Student Education Plan
SES	Supplemental Educational Services
SIS	Student Information System
SSO	School Support Organizations
USDOE	United States Department of Education
UMS	Universal Meal Sites