

**Program Quality Review
Supplemental Educational Services (SES)**

School Data			
LEA Name/Code		Date of Review	
LEA Contact		Number of Students Enrolled	
Title I School Improvement Set Aside Met 20% obligation?		Open Enrollment (start date)	
Number of SES School Sites		Two Enrollment Windows (Dates? Sufficient length?)	
Provider Interviewed		Parent Interviewed	
Date Communication Sent (w/in 14 Day Period?) [Section 1116(e)(2)]		SES Pilot District (yes/no)	

Feedback
<p>Commendations:</p>
<p>Opportunities for Improvement:</p>

I. Communication Process: Have families received adequate notification and information concerning Supplemental Educational Services?		
Quality Requirement	Quality Indicators	Comments
<p>An LEA must notify parents about the availability of services, at least annually. Prominently display on its Web site, in a timely manner to ensure that parents have current information. [Section 1116(e)(2)(A)]</p>	<ul style="list-style-type: none"> • Copies of parent notification with date mailed • Review <u>district website</u> for SES notification for : • Data from 2007-08 to current (1) student eligibility (2) student enrollment (3) list of providers and location where provided • Other Communications documented? (other media or public agencies) 	
<p>An LEA should work to ensure that parents have comprehensive, easy to understand information about SES. [Section 1116(e)(2)]</p> <p>An LEA must include in its notice to parents information about the services, qualifications, and evidence of effectiveness for each SES provider able to serve students in the LEA. [Section 1116(e)(2)(A)(iii)]</p>	<ul style="list-style-type: none"> • Review SES application in all languages • Review SES Provider information published • Review district procedures and timeline shared with parents • Review SES Provider Fair(s) documentation 	
<p>Specific achievement goals for the student, developed with the student’s parents and the provider. [Section 1116(e)(3)(A)]</p> <p>A description of how the student’s progress will be measured and how the student’s parents and teachers will be regularly informed of that progress. [Section 1116(e)(A)]</p>	<ul style="list-style-type: none"> • Review Student Learning Plan (SLP) • Review Provider Progress Report for Enrolled Student • Interview District Contact/Provider/Parent • How does the District help choose a Provider, if requested? • How does District/Provider provide parents the opportunity to, in consultation, develop SLP? • What information is provided in the Progress Report? • How often is the Progress Report sent home? 	

	<ul style="list-style-type: none"> • Is the Progress Report understandable to the parent? • In the case of a child with an IEP, are the SLP achievement goals consistent with the IEP? 	
<p>If sufficient funds are not available to serve all eligible children, an LEA must give priority to the lowest-achieving eligible students. [Section 1116(b)(10)(C)]</p>	<ul style="list-style-type: none"> • Review determination practices for identifying students in greatest academic need, if interest is greater than available funding. 	

II. Contractual Agreements: Did the LEA enter into agreements with providers? Did the LEA maintain Family Educational Rights and Privacy Act (FERPA) requirements?		
Quality Requirement	Quality Indicators	Comments
<p>An LEA must enter into an agreement with providers [Section 1116(e)(3)(A)]</p>	<ul style="list-style-type: none"> • Review LEA/SES Provider Contract for all required federal components • Per pupil cap listed? • Number of tutoring hours? • How are students measured • How parents are informed of progress • Provisions for termination outlined? • Provisions for payment of services • Assurances consistent with all required laws • Signature of LEA Official/SES Provider/date 	
<p>The LEA will not disclose to the public the identity of any student who is eligible for or receiving SES.</p>	<ul style="list-style-type: none"> • Interview LEA Contact about MOA with Child Nutrition and process for identifying low-income students. • Does the district have a copy of the MOA sent by DPI? • How is the data collected and kept secure? 	

Questions for Provider(s)

1. How does your program (in this district) enable students to attain his or her specific achievement goals (review SLP in interview)? Please provide example of materials used to support student's progress in reading and/or math. How do you access IEPs?
2. How does your program measure student's progress, and regularly inform the student's parents and teachers of that progress?
3. What is your timetable for improving the student's achievement and was that developed with the LEA and in consultation with the parents?
4. What processes are in place to ensure that your program is consistent with all applicable health, safety, and civil rights laws?

Questions for Parent(s)

1. How and when were you notified of the opportunity to apply for free tutoring?
2. When did your child(ren) begin tutoring? How was the tutoring start-up information communicated to you? Who contacted you?
3. Did your child have a pre-test or evaluation prior to tutoring?
4. Did you meet with the Provider to review a plan for tutoring, or a Student Learning Plan?
5. Have you received Progress Reports regularly?
6. Are you satisfied with the tutoring experience your child(ren) and you received?