

LAKWOOD SCHOOL DISTRICT
PROCEDURES FOR SUPPLEMENTAL EDUCATION SERVICES

Any Title I school in Step 2 of "School Improvement", or higher, is required by the No Child Left Behind Act and the state to offer Supplemental Education Services ("free-tutoring") to eligible students. A school is identified as in "Improvement" when it does not meet Adequate Yearly Progress in one or more of the qualifying academic areas (math, reading) or "other" indicators such as participation rate, attendance or graduation rate. Eligible students are all students from low-income families (currently enrolled in the School Free & Reduced Lunch Program) and who attend the Title I school in "Improvement".

1. The parents of eligible student(s) attending a school in Step 2 status, or higher, decide to request free tutoring services.
2. Parents pick up a Supplemental Educational Services (SES) Form from the District Administration Office, or access the form and procedures on the district website, www.lwsd.wednet.edu. Parents are provided with information regarding OSPI approved providers (tutors) in the Lakewood School District area.

The list of SES providers is available on the OSPI website, www.k12.wa.us. Click on "Programs", choose "Title I/LAP" and select "Supplemental Education Services". Parents will see a link to the OSPI approved provider list for 2009/2010. Parents may choose any provider from the "Statewide Providers/All Regions" and the "ESD 189" list who provide tutoring services in **Reading**.

3. Parents complete the form, select a Tutor from the state-approved list and **return it to the District Administration Office on or before the designated deadline.**
4. The District Administration Office will record the names of parents/guardians requesting tutoring services and forward the form to the Director of Learning Support Services.
5. The Director schedules a conference with the parents to review their request, verifies the SES provider and answers any questions they may have regarding the tutoring services.
6. A signed copy of the SES form is sent to the District Administration Office, Categorical Programs Administrative Assistant to maintain a current database of those students participating in SES.
7. The Director of Learning Support Services, or district office designee, contacts the selected provider and enters into a contract for tutoring services. Total number of tutoring sessions is dependent upon the amount of funding designated by OSPI to each eligible child and the cost of the provider's services.
8. The District makes arrangements with the Provider to ensure the following occur in a timely manner:
 - Parent completes a Release of Information to allow for communication between teacher and tutor and/or student records (such as IEPs or 504 plans) are available to the tutor.
 - Parent contact information is forwarded to the selected provider.
 - A Student Services Plan is created to support student's academic goals in reading.
 - Regular feedback regarding student progress is provided to both the parent and the teacher.
 - Payments for services are based upon provider invoices.
9. The Provider works directly with the parent to establish a schedule of tutoring services for the student.

10. The District may not provide transportation for SES. The parent/guardian is responsible for transporting their student to/from tutoring services.
11. The deadline to submit the application for **2009 is Friday, September 18th**. New students who enroll after the start of school and are determined to be eligible to receive tutoring services have 14 days from the date of enrollment to request Supplemental Educational Services.

No applications will be accepted after this date; however a second sign-up window will be available in January.

If you have questions, please contact: Joyce Scott, Director of Learning Support Services,
(360) 654-2134

**REQUEST FOR SUPPLEMENTAL EDUCATIONAL SERVICES
LAKEWOOD SCHOOL DISTRICT #306
ENGLISH CROSSING ELEMENTARY SCHOOL**

School Year _____

Student's Grade Level _____

Student's Last Name _____

Student's First Name _____

Day Phone _____

Evening Phone _____

Student's Street Address _____

City _____

Zip _____

Please check the appropriate box(es) below:

Is this student in any special education program or have a current Individualized Education Plan (I.E.P.)?		
<input type="checkbox"/> Uncertain	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Is this student currently participating in any supplemental or remedial programs (e.g., L.A.P., Title I, ESL, etc.)?		
<input type="checkbox"/> Uncertain	<input type="checkbox"/> No	<input type="checkbox"/> Yes

- I am applying for free tutoring for my child as part of the No Child Left Behind Act of 2001.
- My student is eligible for and currently enrolled in the School Free & Reduced Lunch Program for the 2009-2010 school year.
- I understand transportation to/from tutoring services cannot be provided by the Lakewood School District.

_____ Date

_____ Signature of Parent

_____ Print Parent Name

Name of Provider (Tutor Service) Selected: _____

<p>Title I funding to support Supplemental Education Services in each school district is limited. Should it be necessary, priority will be given to those students who have not successfully met standard on the Reading WASL.</p>

**PLEASE RETURN THIS FORM TO THE LAKEWOOD SCHOOL DISTRICT OFFICE
ON OR BEFORE SEPTEMBER 18, 2009.**

Parent Conference Date: _____ Parent Signature: _____	
Supplemental Education Provider _____	
Authorized Signature (Superintendent or Designee) _____	Date _____