



SAN DIEGO COUNTY OFFICE OF EDUCATION

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Superintendent of Schools

Rudy M. Castruita, Ed.D.

November 12, 2002

To: District Superintendents

From: Rudy Castruita, County Superintendent of Schools

Re: Supplemental Educational Services

As our staff continues to receive questions to clarify the complex issues of No Child Left Behind (NCLB), we want to continue to share our responses with you on the issues of greatest concern. The information in this memo and the enclosed sample documents were compiled to assist you with the implementation of Supplemental Educational Services for second year Title I Program Improvement schools.

The term Supplemental Educational Services refers to extra help provided to students in reading, language arts, and math. This extra help must be provided outside of the school day; it may be provided before and after school or on the weekends.

The services provided must be of high quality and be research based. The California Department of Education (CDE) has an approved list of providers, will be updated on a monthly basis. Districts must utilize providers from this list:

www.cde.ca.gov/iasa/titleone/pi/supservices.html

Although parents have the right to choose from any provider on the list serving your geographical area, districts and school sites have clear responsibilities regarding Supplemental Educational Services. The following information will serve to outline those responsibilities at both the district and site level.

District responsibilities include:

- Setting aside an amount up to 20% of the district's Title I allocation to pay for school choice transportation and/or Supplemental Educational Services. These funds do not have to come from Title I allocations; they may be taken from other allowable federal, state, local, or private sources.
- Notifying parents (sample letter attached) of the availability of Supplemental Educational Services for their children, along with a list of providers, a brief description of their services, qualifications and effectiveness.

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- Discussing contractual items with legal advisors. Issues include outside service providers/ school district contracts; parental contracts with providers; notification letter of parental option for services; application and prioritizing procedures.
- Prioritizing students to be served if parent requests exceed available Supplemental Educational Services funding. Students should be prioritized by low achieving low socio-economic status.
- Contracting with Supplemental Educational Services Providers. (Sample attached.) Districts and providers negotiate and contract for services to be performed, including number of contacts, amount of time, method for determining academic achievement goals, monitoring and reporting, and per student rate (not to exceed the district supplemental services rate).
- Addressing the needs of Special Education students. Supplemental Educational Services providers may be given a copy of the student's IEP if parents give permission.
- Scheduling and conducting informational meetings for parents at identified sites
- Establishing parent/program communication tools; such as applications for services, contracts with internal/external providers, student intake goals and benchmarks, progress reports, exit report, complaint procedures.
- Monitoring student and service provider progress. (Sample Student Progress Card attached.) Districts will provide input for an annual state evaluation report on Supplemental Educational Services.

School site responsibilities include:

- Scheduling parent informational meetings at the site.
- If requested, assisting parents of students eligible to receive services. After parents have selected an approved provider, obtaining a signed parent/district contract.

San Diego County Office of Education staff available to assist you with Supplemental Educational Services issues are Judy Walker, Lead Coordinator, Regional School Support and Improvement Center, 858-292-3518, and Elaine (Irish) Hodges, Director, Special Projects and Accountability, 858-292-3836. Please do not hesitate to contact them with your questions.

RC:NG:JW:DD

cc: Nancy Giberson

Attachments:

1. Supplemental Services Provider Agreement
2. Student Progress Card
3. Parent Letter