

2009-2010 Supplemental Educational Services Procedures and Timeline

<p>1. Initial Parent Notification by Postcards</p> <ul style="list-style-type: none"> ✓ Postcards are mailed to the homes of the students enrolled in the eligible Title I schools notifying parents of the start of Supplemental Educational Services (SES) in Charleston County School District (CCSD). 	<p>August 25, 2009</p>
<p>2. Parent Notification for the Option of Free Tutoring and Why</p> <ul style="list-style-type: none"> ✓ Parents are notified: <ul style="list-style-type: none"> ▪ That their child’s school is identified as in need of academic improvement as defined by the <i>No Child Left Behind</i> Act. ▪ The reason the school is identified for need of improvement. ▪ Their option to receive free tutoring. ▪ That the students must qualify for free or reduced lunch. ▪ That if there is not enough funds to serve all eligible students, that the student will be ranked ordered based on test scores. ▪ The list of approved SES Providers (SES Providers are private companies that offer tutoring services). 	<p>Sept. 3- Sept. 20</p>
<p>3. SES Enrollment Period</p> <ul style="list-style-type: none"> ✓ Parents will have the opportunity to meet each participating SES Provider to discuss the services they are able to provide. ✓ Parents must complete the CCSD SES Selection Form by selecting three SES Providers (1st, 2nd, and 3rd choice). ✓ Submit the completed CCSD SES Selection form to the address listed on the bottom of the form BEFORE 5:00pm November 13, 2009. 	<p>Aug. 10- Nov. 13</p>
<p>4. Parent Notification SES Provider / Parent Fairs</p> <ul style="list-style-type: none"> ✓ Parents are notified of the Provider / Parent Fairs to be held at their child’s school. ✓ Parents are notified of the Districtwide Provider / Parent Fair to be held at the Burke HS, 244 President Street on Saturday, November 7, 2009. 	<p>Aug. 24- Sept. 11</p>
<p>5. CCSD SES News Release (local news, local newspaper, radio, CCSD Website, etc)</p> <ul style="list-style-type: none"> ✓ Parents will be notified about the SES option through various media venues. 	<p>Aug. 28- Nov. 13</p>
<p>6. Deadline for Requesting SES (free tutoring)</p> <ul style="list-style-type: none"> ✓ Parents must submit their CCSD SES Selection form to the address listed on the bottom of the form BEFORE 5:00pm November 13, 2009. 	<p>Nov. 13</p>
<p>7. SES Cayen Software System</p> <ul style="list-style-type: none"> ✓ Students will be assigned in Cayen to SES Providers based on the parent’s first choice listed on the SES Selection Form. 	<p>Nov. 16-30</p>
<p>8. Rank order students based on academic need (test scores)</p> <ul style="list-style-type: none"> ✓ Cayen Software System will rank order all students whose parents are requesting SES by test scores. ✓ CCSD Department of Categorical Programs will determine the number of students that will be served based on the available funds set aside for the free tutoring. 	<p>Nov. 30</p>
<p>9. Parent Notification of Eligibility for Free Tutoring</p> <ul style="list-style-type: none"> ✓ District will notify parents whether: <ul style="list-style-type: none"> ▪ Their child is eligible for services and assigned to the Provider of their 1st choice. ▪ Their child is not eligible for services due to one or more of the following reasons: (1) free/reduced lunch status; (2) ranked order; (3) not attending an eligible Title I school. 	<p>Dec. 7-11</p>
<p>10. Providers will contact parents:</p> <ul style="list-style-type: none"> ✓ To schedule a date for their child to be pre-tested to determine academic needs. ✓ To develop and review the SES Learning Plans. ✓ To sign the SES Learning Plans (Plans must be signed by parents). 	<p>Nov. 30, 2009- Jan. 29, 2010</p>
<p>11. Providers must start tutoring by January 30, 2010.</p>	<p>Nov. 14, 2009- Jan. 30, 2010</p>
<p>12. All services must be completed by June 30, 2010</p>	<p>June 30, 2010</p>