

**Office of Superintendent of Public Instruction
Providers of Supplemental Educational Services for Title I, Part A
Schools Identified Under School Improvement in Washington**

**General Information and
Provider Application Instructions
School Year 2003–2004**

General Information

A local educational agency (LEA) with a Title I, Part A school that fails to make Adequate Yearly Progress (AYP) for three (3) consecutive years or more is required to arrange for the provision of supplemental educational services to **eligible students** in school from a provider with a demonstrated record of effectiveness, that is selected by the parent(s)/guardian(s) and approved for that purpose by the Washington State Office of Superintendent of Public Instruction [P.L. 107-110, Section 1116(e)].

Who Can Apply

Teacher Groups and Organizations
School Districts/Schools
Faith-based Organizations

Educational Service Districts (ESDs)
Colleges and Universities
Distance Learning Providers

Definitions

For the purposes of this application, the following definitions apply:

The term “**local education agency**” or LEA means a public school district.

The term “**eligible student**” means a child from a low-income family, as determined by the LEA for purposes of allocating Title I, Part A funds to participating campuses. Priority must be given to the lowest achieving students.

The term “**applicant**” means one who applies to be a supplemental educational services provider.

The term “**provider**” means a nonprofit entity, a for-profit entity, or an LEA that:

- ✓ Has a demonstrated method of effectiveness in increasing student academic achievement;
- ✓ Is capable of providing supplemental educational services consistent with the instructional program of the LEA and Washington’s academic content and student achievement standards (EALRs/WASL) [P.L. 107-110, Section 1111]; and
- ✓ ***Is financially sound–New providers without qualifying data will be reviewed after a 1 year grace period***

The term “**supplemental educational services** or **SES**” means tutoring and other supplemental academic enrichment services that are:

- ✓ In addition to instruction provided during the school day; and
- ✓ Are of **high quality, research-based**, and specifically designed to increase the academic achievement of eligible students to attain proficiency in meeting the state’s academic achievement standards.

The Office of Superintendent of Public Instruction (OSPI)

OSPI shall:

- ✓ In consultation with the LEAs, parent(s)/guardian(s), teachers, and other interested members of the public, promote maximum participation by providers to ensure, to the extent practicable, parent(s)/guardian(s) have as many choices as possible;
- ✓ Develop and apply objective criteria to applicant(s)/provider(s) based on a demonstrated method of effectiveness in increasing the academic proficiency of students in subjects relevant to meeting the Washington State academic content and student achievement standards;
- ✓ Maintain an updated list of approved providers across Washington State by LEA, from which parent(s)/guardian(s) may select;
- ✓ Develop, implement, and publicly report on standards and techniques for monitoring the quality and effectiveness of the services offered by approved providers, and for withdrawing approval from providers that fail, for two (2) consecutive years, to contribute to increasing the academic proficiency of students receiving services; and
- ✓ Provide annual notice to potential providers of SES the opportunity to provide services and the applicable procedures for obtaining approval from OSPI to be an approved provider of those services.

The Local Education Agency (LEA)

Each LEA required to arrange for SES shall:

- ✓ Retain 20 percent (20%) of **the district's** current-year Title I, Part A entitlement to be distributed as follows:
 - The LEA shall expend an amount equal to five percent (5%) of **the district's** current-year Title I, Part A entitlement to provide, or pay for, transportation for students exercising the Public School Choice option available to students enrolled in a school identified by school improvement under Section 1116;
 - The LEA shall expend an amount equal to five percent (5%) of **the district's** current-year Title I, Part A entitlement to provide supplemental educational services to eligible student under Section 1116; and (funds may not be used to provide transportation if supplemental services are selected)
 - If necessary, the LEA shall expend an amount equal to ten percent (10%) of **the district's** current-year allocation for either transportation for students under Public School Choice, and/or supplemental educational services (SES) under Section 1116, as the local educational agency (LEA) determines.
- ✓ Provide in a clear and uniform format and, to the extent practicable, in a language the parent(s)/guardian(s) can understand, at a minimum, annual notice to parent(s)/guardian(s) of:
 - The availability of supplemental educational services;
 - The identity of approved providers of these services within the LEA or whose services are reasonably available in neighboring LEA's; and
 - A brief description of the services, qualifications, and demonstrated effectiveness of each provider.
- ✓ If requested, assist parent(s)/guardian(s) in choosing a provider from the list of approved providers maintained by OSPI;
- ✓ Obtain from the selected provider documentation attesting to the financial soundness of that provider;

- ✓ Make available for supplemental educational services for each student receiving those services the lesser of:
 - The amount of the LEA's current-year Title I, Part A entitlement divided by the number of students from low-income families as determined by the 1997 Census update; or
 - The actual costs of the supplemental educational services received by the student.
- ✓ Apply fair and equitable procedures for serving students if the number of spaces at approved providers is not sufficient to serve all students;
- ✓ Not disclose to the public the identity of any student who is eligible for, or receiving, supplemental educational services without the written permission of the parent(s)/guardian(s) of the student; and
- ✓ Report to the Washington State Office of Superintendent of Public Instruction the following data:
 - The number of students receiving supplemental educational services;
 - The number of students who met the achievement goals according to the timeline in the written LEA/provider agreement;
 - The number of students who made progress but not as described in the LEA/provider agreement;
 - The number of students who did not make progress.

Local Educational Agency (LEA)/Provider Agreement

In the case of the selection of an approved provider by a parent/guardian, the LEA shall enter into an agreement with the provider: This agreement shall:

- ✓ Require the LEA to develop, in consultation with parent(s)/guardian(s) (and the provider chosen by the parent(s)/guardian(s)), a statement of specific achievement goals for the student, how the student's progress will be measured, and a timetable for improving achievement that, in the case of a student with disabilities, is consistent with the student's individualized education program (IEP);
- ✓ Describe how the student's parent(s)/guardian(s) and the student's teacher or teachers will be regularly informed of the student's progress;
- ✓ Provide for the termination of such agreement if the provider is unable to meet such goals and timetables;
- ✓ Contain provisions with respect to the making of payments to the provider by the LEA; and
- ✓ Prohibit the provider from disclosing to the public the identity of any student eligible for, or receiving, supplemental educational services without the written permission of the student's parent(s)/guardian(s).

Provider Requirements and Responsibilities

In order for a provider to be included on the state list, a provider must agree to carry out the following:

- ✓ Provide parent(s)/guardian(s) of students receiving supplemental educational services and the appropriate LEA with information on the progress of the student in increasing achievement, in a format and, to the extent practicable, a language that the parent(s)/guardian(s) can understand.
- ✓ Ensure the instruction provided and content used by the provider are consistent with the instruction provided and content used by the LEA and are aligned with Washington State student academic achievement standards.
- ✓ Meets all applicable federal, state, and local health, safety, and civil rights laws.
- ✓ Ensure that all instruction and content are secular, neutral and non-ideological.

Provider Requirements and Responsibilities (continued)

- ✓ Comply with Family Education Rights and Privacy Act (FERPA) of 1975, as amended (ensures access to educational records for students and parent(s)/guardian(s) while protecting the privacy of such records), and any regulations issued hereunder, including Privacy Rights of Parents and Students (34 CFR Part 99), if the contractor is an educational institution.
- ✓ Ensure that qualified staff conducts instruction.
- ✓ Provide documentation to the LEA to demonstrate that the provider is financially sound.

In the event the approved provider is selected by a parent/guardian to provide supplemental educational services, the provider must enter into an agreement with the LEA. Specifications concerning this requirement are detailed above in the **LEA/Provider Agreement** section.

**** NOTE: PROVIDER APPLICATION INSTRUCTIONS starting on page 5 ****

PROVIDER APPLICATION INSTRUCTIONS

Individuals or organizations seeking to be included on the Washington State Office of Superintendent of Public Instruction (OSPI) list of approved providers must complete this application. In order for the application to be accepted, all required information must be included and page one (1) of the application must have an authorized signature. Applications may be submitted by mail or delivery service, in person, or by email.

In order to be included on the initial state list for the 2003–04 school year, completed applications must be received no later than **June 30, 2003**.

Approved providers will be required to renew their applications annually.

In the event a supplemental educational service provider intends to suspend services as agreed, written notice to the local educational agency (LEA), state education agency (SEA) and parent(s)/guardian(s) must be made at least thirty (30) days prior to the proposed suspension date.

By signing and submitting the application, the applicant is certifying any ensuing program and activity will be conducted in accordance with all applicable federal and Washington State laws and regulations, application instructions, the provisions and assurances, and the application. It is understood by the applicant this application constitutes an offer, and if the applicant is approved and subsequently accepted by a parent(s)/guardian(s) as the provider of supplemental educational services under P.L. 107-110, Section 1116(e), the provider will enter into the required agreement with the appropriate local educational agency (LEA).

Scoring Rubric

All 9 areas of the application must be completed in order to be considered. All applications received will be reviewed and scored by a review committee. Providers will be selected based on the ability of the applicant/provider to carry out all requirements contained in the provider application and instructions and on the demonstrated competence and qualifications of the applicant/provider. OSPI reserves the right to select from the highest-ranking applications that address all of the application requirements and are most advantageous to the project.

OSPI is not obligated to approve an application, provide funds, or endorse any application submitted. This application does not commit OSPI to pay any costs incurred.

I. SES Provider Information	Required, but no points awarded
II. Certification Statements	Required, but no points awarded
III. Service Area	Required, but no points awarded
IV. SES Provider General Information	Required, maximum of 10 points awarded
V. Evidence of Financial Soundness	Required, maximum of 10 points awarded
VI. Program Description	Required, maximum of 50 points awarded
VII. Instructor Qualifications	Required, maximum of 30 points awarded
VIII. Demonstrated Record of Effectiveness	Required, but no points awarded
IX. Provisions and Assurances	Required, but no points awarded

Highest Score Possible: 100 points

OSPI Application

Providers of Supplemental Education Services for Title I, Part A Buildings Identified Under School Improvement in Washington School Year 2003–2004

Instructions: This application form is for use in applying to be listed as an approved provider of Supplemental Educational Services (SES) to students attending Title I, Part A schools identified for School Improvement under **P.L. 107-110, Section 1116(e)**. Applicants may be local education agencies (LEAs), nonprofit entities, or for-profit entities who have a demonstrated record of effectiveness in providing supplemental education services to students, either through individual tutorial sessions or small group instruction. **Review and follow all directions carefully in completing this application. All 9 areas of the application must be completed in order to be considered. Applications that exceed page limits will not be considered. No additional material beyond what is requested will be considered. Questions on the application process may be directed to Gayle Pauley, Title I Director, OSPI, telephone (360)725-6100 or email at gpauley@ospi.wednet.edu.**

No funding is associated with this application.

Submission Due Date: In order for an applicant to be eligible for consideration to be placed on the initial state list of approved providers for the 2003–2004 school year, applications are to be received by **June 30, 2003**.

Submission of Application: Mail one (1) copy of your application form to: Office of Superintendent of Public Instruction (OSPI), PO BOX 47200, Olympia, WA 98504-7200. This form may be accessed electronically on OSPI's website (<http://k.12.wa.us/>). Electronic submissions are encouraged. No faxed applications will be accepted.

Formatting Requirements: Single spaced with font size of twelve (12).

I. Supplemental Educational Services Provider Information (Required, but no points awarded)

Organization Name and Address

Name of Contact Person

Telephone Number

Federal EIN or Social Security Number

Fax Number and/or Email Address

Provider Classification (check one)

? Local Educational Agency (LEA)

? Nonprofit entity

? **For-profit entity**

II. Certification (Required, but no points awarded)

I hereby certify the information contained in this application is, to the best of my knowledge, correct and the provider named above has authorized me as its representative to obligate the provider.

II. Certification (continued) (Required, but no points awarded)

I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and Washington State laws and regulations, application instructions, the Provisions and Assurances, and the application. It is understood by the applicant that this application constitutes an offer, and if the applicant is approved and subsequently accepted by a parent/guardian as the provider of supplemental education services under **P.L.107-110, Section 1116(e)**, the provider will enter into the required agreement with the appropriate LEA.

Typed Name of Authorized Official

Typed Title of Authorized Official

Original Signature of Authorized Official

Date Signed

Telephone Number of Authorized Official

III. Service Area (Required, but no points awarded)

Identify the geographic areas in which you are able to provide services.

_____ STATEWIDE

_____ REGION WIDE (Check the applicable ESD below)

_____ ESD 101 Spokane

_____ ESD 105 Yakima

_____ ESD 112 Vancouver

_____ ESD 113 Olympia

_____ ESD 114 Bremerton
(Olympic ESD)

_____ ESD 189 Mt. Vernon
(Northwest ESD)

_____ ESD 123 Pasco

_____ ESD 121 Burien
(Puget Sound ESD)

_____ ESD 171 Wenatchee
(North Central ESD)

_____ LEA Specific (Indicate the name for each LEA to which the provider is available)

Local Education Agency (School District and/or Schools)

Specific Student Populations Served

Indicate if you wish to be considered only for service specific subgroups of students because of special expertise in an educational area.

To include this group	Specific Student Populations
<input type="checkbox"/>	Low income students
<input type="checkbox"/>	Minority students
<input type="checkbox"/>	Migrant students
<input type="checkbox"/>	Limited English proficient students
<input type="checkbox"/>	Students with disabilities (IEP or 504 accommodations)
<input type="checkbox"/>	Other (describe)

Location of Services (Check one or more, as applicable)

At the provider address listed in Section 1

At the student's school

Community Center

On-line

Other (physical address): _____

Transportation

Please provide information on public transportation access to your site (One (1) paragraph)

Other transportation services available? _____

V. Evidence of Financial Soundness (Required, maximum of 10 points awarded)

In order to be considered for the list of approved providers, the applicant/provider must demonstrate that the applicant/provider entity is financially sound. The applicant/provider must not have been debarred or suspended from doing business with the federal government or in Washington State. Applicant(s)/provider(s) must complete the information below as applicable:

V. Evidence of Financial Soundness (continued) (Required, maximum of 10 points awarded)

_____ The applicant is a school district, school or an ESD. OSPI has the applicable financial information on file. (No further information is required for this section.)

_____ The applicant is a for-profit entity and has attached one of the following items as proof of financial soundness:

- _____ Most recent audited financial statement
- _____ Budget and cash-flow projections
- _____ Copy of most recent federal income tax returns

_____ The applicant/provider is a nonprofit entity and has attached one of the following items as proof of financial soundness:

- _____ Most recent audited financial statement
- _____ Budget and cash-flow projections
- _____ Copy of most recent federal income tax return (business and/or personal)

_____ In addition to proof of financial soundness, a nonprofit entity must also attach a copy of its current IRS 501(c)(3) letter.

Nonprofit and for-profit entities must also describe how you currently receive funds (i.e. grants, fees-for-service, etc); audited financial statements; credit ratings from an independent rating agency; organizational budgets that account for revenues, expenses and cash flow activity; and/or proof of liability insurance (include copy name and policy number, or a copy of the policy cover). (Limit to one (1) page.)

VI. Program Description – limit three (3) pages (Required, maximum of 50 points awarded)

Your application in this area will be evaluated based on a clear explanation of how your program addresses:

- ✓ Washington’s Essential Academic Learning Requirements
- ✓ Inclusion of Scientifically-based Research (Reading and Mathematical)
- ✓ Student Progress
- ✓ Continuous Collaboration with School/District Staff
- ✓ Continuous Communications with Parent(s)/Guardian(s)

General Description

Provide a description of your program’s offerings that parent(s)/guardian(s) could use in their initial search for supplemental services programs.

- ✓ Describe your program’s implementation of Washington’s Essential Academic Learning Requirements (EALRs). Cite specific reading and mathematics EALRs your program addresses.
- ✓ Describe your program’s use of scientifically based research findings to guide instruction and instructional materials. (For programs addressing reading, the findings of the National Reading Panel (<http://www.nationalreadingpanel.org>) must be addressed.)

Student Progress

- ✓ Describe the specific process you use to assess/diagnose student needs, identify skill or knowledge gaps, and prescribe an instructional program based on the student’s needs.
- ✓ Describe the process used to evaluate, monitor, and track student progress.
- ✓ Describe materials and instructional strategies to be used.

Communication with Schools/Districts

- ✓ Describe your program’s extension of the school district’s instructional program(s).
- ✓ Describe the process used to report student progress to the students’ teachers and to appropriate district staff.

Communication with Parents/Guardians

- ✓ Describe your services to parents/guardians in creating goals for their child’s academic progress.
- ✓ Describe the procedures you use to report on student progress to students’ parents/guardians.
- ✓ Are you able to provide information to parents/guardians in languages other than English? If so, which languages? _____

VII. Instructor Qualifications (Check all that apply and fill in narrative questions in no more than one (1) page) (Required, maximum of 30 points awarded)

Your application will be evaluated based on the extent to which you offer strong evidence of competent staff and have demonstrated a commitment to ongoing professional development and improvement of your own products and services.

Personnel who will provide the supplemental educational services:

- _____ Teachers
- _____ Paraprofessionals under the direct supervision of a teacher
- _____ Other individuals (specify): _____

If “**Teachers**” is marked in the question above, what qualifications does the applicant/provider require of its teachers?

- _____ Washington State Certified Teacher
- _____ K-12 Certification
- _____ Full state certification in the subject areas in which the teacher teaches
- _____ Endorsement areas _____
- _____ Bachelor’s degree in a related field Major _____ Minor _____
- _____ Graduate degree in a related field Major _____ Minor _____
- _____ Specific number of college credit hours in related field (indicate number of hours) _____
- _____ ESL professional training _____
- _____ Special Education training _____
- _____ Other (specify): _____

Average number of year’s instructional experience in Reading _____ Mathematics _____

If “**Paraprofessionals**” is marked in the question above, what qualifications does the applicant/provider require of its paraprofessionals?

- _____ At least two (2) years of study at an institution of higher education
- _____ An Associate’s Degree (or higher)
- _____ A formal academic assessment of knowledge and ability to assist in instructing, reading, writing, and/or mathematics
- _____ A formal academic assessment of knowledge, and the ability to assist in instructing, reading readiness, writing readiness, and/or mathematics readiness, as appropriate
- _____ Specific number of college credit hours in a related field (indicate number of hours) _____
- _____ ESL professional training _____
- _____ Special Education training _____
- _____ Other (specify): _____

Average number of year’s instructional experience in Reading _____ Mathematics _____

If “other” is marked in the question above, what qualifications does the applicant/provider require?

- _____ At least two (2) years of study at an institution of higher education
- _____ An Associate's Degree (or higher)
- _____ A formal academic assessment of knowledge of and the ability to assist in instructing, reading, writing, and/or mathematics
- _____ A formal academic assessment of knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and/or mathematics readiness, as appropriate
- _____ Specific number of college credit hours in a related field (indicate number of hours) _____
- _____ ESL professional training _____
- _____ Special Education training _____
- _____ Other (specify): _____

Average number of year's instructional experience in Reading _____ Mathematics _____

List languages that applicant/provider staff are proficient in: _____

Describe your experience working with Title I students.

Describe professional development you and your staff attend to improve instructional services (include an explanation of the content, staff included, and when the training is/was offered).

Describe your process for recruiting and hiring competent staff and your process for reviewing staff performance.

VIII. Demonstrated Record of Effectiveness (Required, but no points awarded)

How long has the applicant/provider been providing tutorial or other supplemental education services in **Reading** and **Mathematics**?

Reading	Mathematics	
_____	_____	Less than one (1) year
_____	_____	At least one (1) year but fewer than two (2) years
_____	_____	At least two (2) years but fewer than five (5) years
_____	_____	At least five (5) years but fewer than ten (10) years
_____	_____	More than ten (10) years

How long has the applicant/provider worked with underachieving, low-income students?

- _____ Less than one (1) year
- _____ At least one (1) year but fewer than two (2) years
- _____ At least two (2) years but fewer than five (5) years
- _____ At least five (5) years but fewer than ten (10) years
- _____ More than ten (10) years

Provide evidence demonstrating the following (attach a maximum of one (1) additional page):

- _____ Provide evidence demonstrating that your program has had a positive impact on student achievement.
- _____ How do you evaluate the effectiveness of your program?

IX. Provisions and Assurances (Required, but no points awarded)

By checking each assurance, the applicant/provider agrees to comply with the following:

_____ The applicant/provider shall provide parents/guardians of children receiving supplemental educational services under P.L. 107-110, Section 1116(e) and the appropriate LEA with information on the progress of the children in increasing achievement, in a format and, to the extent practicable, a language the parent(s)/guardian(s) can understand.

_____ The applicant/provider shall ensure the instruction provided and the content used by the applicant/provider are consistent with the instruction provided and content used by the LEA and state's academic content standards Essential Academic Learning Requirement (EALR) and are aligned with the state's academic achievement standards Washington Assessment of Student Learning (WASL).

_____ The applicant/provider shall meet all applicable federal, state, and local health, safety and civil rights laws and regulations.

_____ The applicant/provider will provide a health, safe and clean environment in which to tutor students.

_____ The applicant/provider shall ensure all instruction content offered under P.L. 107-110, Section 1116(e) are secular, neutral, and non-ideological.

_____ The applicant/provider is financially sound.

_____ In the event of its' selection by a parent/guardian as the supplemental educational service provider for an eligible student, the applicant/guardian shall enter into an agreement with the applicable LEA. This agreement shall:

- ✓ Be developed by the LEA in consultation with the parent/guardian and the provider chosen by the parent/guardian, and shall include the following:
 - A statement of specific achievement goals for the student
 - A description of how the student's progress will be measured; and
 - A timetable for improving achievement, in the case of a student with disabilities, is consistent with the student's individualized education program (IEP) under section 614 (d) of the Individuals with Disabilities Education Act
- ✓ Describe how the student's parent(s)/guardian(s) and the student's teacher(s) will be regularly informed of the student's progress.
- ✓ Provide for the termination of such agreement if the applicant/provider is unable to meet the goals and timetables.
- ✓ Contain provisions with respect to the making of payments to the applicant/provider by the LEA
- ✓ Prohibit the applicant/provider from disclosing to the public the identity of any student eligible for, or receiving, supplemental educational services under P.L. 107-110, Section 1116(e) without the permission of the student's parent(s)/guardian(s).

_____ Applicants/providers have liability insurance. List the insurance company name and policy number or attach a copy of the policy cover page. _____

_____ All individuals working with students in the programs have undergone background checks with the Washington State Patrol, have been fingerprinted and are approved to work with children.

_____ Applicants/providers will provide copies of background checks to the LEA.