



Grants Administration * Education Center * P.O. Box 5381 * Cincinnati, OH 45201-5381
Phone: 513-363-0192 * FAX: 513-363-0109

August 11, 2009

Dear Parent or Guardian,

Your child's school has been identified as a school in the 2nd year or more of School Improvement. Under the **No Child Left Behind** law, Title I funded schools that are in School Improvement status year two or beyond, are eligible for additional **FREE** Supplemental Educational Services (SES) **FREE TUTORING** services. The Ohio Department of Education (ODE) approves a list of Supplemental Tutoring Providers that parents of eligible students can select from. **Students are eligible for these services if they are enrolled in their school's Free & Reduced Lunch Program.** Enrollment can be limited and priority will be given to low achieving students from low income families.

The tutoring providers must deliver services that are high-quality, research based, and specifically designed to increase academic achievement of eligible students on the state assessment testing. The services must be designed to help students attain proficiency in meeting the state's academic standards.

Eligible providers must have a demonstrated record of effectiveness in increasing student academic achievement, and must be financially sound. The provider must also be capable of providing supplemental educational services that are consistent with the instructional program of the school district and the academic standards of the state. The tutoring provider must commit to giving the school district and parents of the students receiving the tutoring services information on the progress of the children in increasing achievement. The provider must meet all applicable federal, state, and local health, safety, and civil rights laws.

The school district may not disclose to the public, the identity of any student who is eligible for, or receiving, supplemental services without written permission of the parents of the student.

The selection of the tutoring provider is the decision of the parents of the eligible students. **The school district may provide parents assistance in choosing a provider from the list maintained by the state, but only upon the parent's request.** Once the parent selects an approved provider, the school district must enter into an agreement with the provider on student instruction, how parents will be notified of progress, how payments will be made to the provider, and how the privacy of the student will be protected.

To enroll your child for Supplemental Educational Services you must fill out and return the enclosed application. Please note that parents must provide transportation for their children to the SES programs.

The providers approved by the Ohio Department of Education to offer services to your child within this district are listed on the following parent handbook. There is a description of each; more information about each provider can be found on the District's SES Website at:

<http://cincinnati-public.cayen-server.net/Aplus/nclb/SSTProviderSearch.asp>

Enrollment applications can be downloaded at the District's Website at:
<http://cincinnati-public.cayen-server.net/Aplus/nclb/welcome.asp>

To enroll your child in the SES program, choose the providers of your choice from the attached list and enclosed parent handbook, write the providers names, by first choice, second choice etc., on the enclosed application (you must select three Providers!). Mail the application in the enclosed postage paid return envelope to us no later than Friday, September 25, 2009. MAKE SURE YOU HAVE SIGNED THE APPLICATION BEFORE MAILING !

If we do not receive the form from you, postmarked on or before September 25, 2008, your child will not be eligible to participate. **If you leave the line for the service provider blank or your signature is missing, the application will be mailed back to you.**

Once the application is completed, you will be contacted by the Supplemental Educational Services (SES) provider you have chosen. **Services generally will start 1-2 weeks after the end of open enrollment September 25, 2009.**

If you have questions about the SES program, or if you would like help choosing a provider, please call Marilyn Korb at 363-0220 or e-mail at korbmar@cps-k12.org.

Sincerely yours,

Jim Malott

Jim Malott
Compliance Officer
Grants Administration
Cincinnati Public Schools



2009-10

Supplemental Educational Services Enrollment Application

Students Name: _____
(please print)

School Name: _____
(please print)

Parent/Guardian Name: _____

Current Phone # _____ **Work/Cell Phone #** _____
(Application cannot be processed without a current phone numbers)

Current Address _____ **Zip Code** _____
(Application cannot be processed without a current address)

Email Address# _____

As the parent/guardian of this student, I have selected the following agency/provider to provide tutorial support (**you must select three Providers**):

1st Choice for Supplemental Service Provider

2nd Choice for Supplemental Service Provider

3rd Choice for Supplemental Service Provider

I understand that:

1. If I am not satisfied with the services of my selected provider that I have chosen for my child that I may request a transfer to another provider using the district's **REQUEST FOR NEW SES PROVIDER** form. Or if the Provider does not contact me within 10 days of my child being placed with my chosen Provider the district reserves the right to transfer my child to my second or third choice Provider.
2. My student must regularly attend the program. If he/she is consistently absent, my student will be dropped from the program.
3. The district is only obligated to pay \$1,878.95 for the services I have selected.
4. Tutorial services will terminate June 30, 2010 **or until my student has utilized the \$1,878.95 allocated for his/her tutorial support, whichever comes first.**
5. Any transportation costs to and from the supplemental service provider's location are the responsibility of the parent or as arranged with my selected Provider.
6. I must attend a meeting with a representative of the agency/provider and the school's representative to establish goals for my student.
7. **I agree to release my child's academic information including 504 and IEP plans to my selected Provider.**

Parent Signature

Date

Application must be returned in the enclosed postage paid return envelope by September 25, 2009 to Federal Programs, Cincinnati Public Schools PO BOX 5381 Cinti., OH 45273-9837 Phone (513) 363-0220, Applications can be faxed to (513) 363-0109.