Help your child succeed in school!
Request for Free SES Tutoring
No Child Left Behind Supplemental Educational Services (SES) Program

Instructions to Parents/Guardians:
- *Complete all the information and return this form to the main office at your child's school.*
- *Please PRINT the following information. Providers will use this information to contact you for tutoring services.*
- *Complete and submit a separate form for each student. Submit only one form per student.*

If multiple forms are received, the district will process the first form received.

District Name:	
Campus Name:	
Student Name: (First, Middle, Last)	

Student ID: (Optional)	**Grade:**	**Student Date of Birth: (Month, Day, Year)**

Home Address:

City, Texas ZIP:

Yes, I want free SES tutoring for my student. By signing below, I agree to the following:
- Tutorials for my child will end when the required per-pupil amount of money has been spent.
- Attendance is important. If my child misses three (3) or more sessions, he/she may be withdrawn from tutoring.
- I agree for my child's TAKS and other school records related to student achievement to be shared with the provider selected below. This includes low-income status.

All student learning plans are required to be based on TAKS objectives by the state. *Choose one option below*:

☐ I choose for the school and tutoring provider to develop my child's student learning plan and send me a copy.

☐ I will actively participate in the process to help the school and tutoring provider to develop my child's student learning plan and can be reached at the telephone number and/or e-mail address below.

List up to three tutoring providers, from the list provided by your school, that you would like to provide the free tutoring services to your student and select the subject area requested for the tutoring. The district will try to provide your first choice, but if that is not possible it will go down the list to the next provider listed.

First Choice:	**Provider Name:**
	Subject Area Requested: ☐math ☐ reading ☐ science ☐ ESL ☐ special education
Second Choice:	**Provider Name:**
	Subject Area Requested: ☐math ☐ reading ☐ science ☐ ESL ☐ special education
Third Choice:	**Provider Name:**
	Subject Area Requested: ☐math ☐ reading ☐ science ☐ ESL ☐ special education

Parent Signature	**Print Name**	**Date Signed**
Telephone	**e-mail, if available**	

No, I do not want my student to receive free SES tutoring. Complete the Campus Name and Student Name above and sign.

Parent Signature	**Print Name**	**Date Signed**

Return this completed form to the main office
at your child's school as soon as possible.

Who is eligible for the free Supplemental Educational Services (SES) tutoring?

Student Eligibility: All students from low-income families are eligible to request free SES tutoring if they attend a Title I, Part A campus that has not met Adequate Yearly Progress (AYP) standards for three or more consecutive years.

Definition of SES: Free tutoring under the Supplemental Educational Services (SES) program is a great opportunity to help your student in school at no cost to you. This free tutoring helps your student to help improve his/her academic achievement (TAKS scores). The tutoring must be provided outside of the regular school day and be high-quality, research-based, and specifically designed to improve student academic achievement.

How to choose a SES Tutor:
1. Review the approved tutors on the list provided by the school district.
2. If you wish, attend any provider fairs or other information sessions offered by the school district.
3. If you wish, ask the school district for help in choosing a tutor.
4. Complete the form on the other side of this sheet and turn it in to the school your student attends by the deadline.

The complete list of state-approved SES providers (tutors) is also available at www.esc13.net/ses/.

Parent Notification: Parents must be notified of the availability of SES tutoring annually at the beginning of the school year and must be allowed a minimum of 60 calendar days to select a provider. Once a parent has submitted a request for a provider, services for the student must begin within 30 calendar days.

Additional information on SES and approved SES providers is available on the School Improvement Resource Center (SIRC) web site at http://www.esc13.net/ses/.

DISTRICT USE ONLY		
Date Request Received:	Date Assigned to Provider:	Dates of contact with parent by staff:
Eligible ☐ Yes ☐ No	Provider Assigned:	Date: By:
Reviewed by:	Date SLP Received:	Date: By:
Date form entered into EZSES:	Date SLP Approved:	Date: By:
Entered by:	Tutoring Start Date:	Date Tutoring Completed:

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