MICHIGAN DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICE PROVIDER APPLICATION

INSTRUCTIONS: Pages 1 and 2 of this application should be completed using this electronic document. The narrative should be created using a separate document. Mail or deliver the original and three copies of the complete application, including the signed assurances, narrative, and attachments to: Office of School Improvement, Michigan Department of Education, PO Box 30008, Lansing, MI 48909. Also, email the completed pages 1 and 2 of this application as an attachment to MarshH@michigan.gov.

CHECK THE APPROPRIATE BOX:

X For Profit Company ☐ Local School District ☐ Community-Based Organization
☐ Non-Profit Organization ☐ Public School Academy ☐ Private School
☐ Institution of Higher Education ☐ Intermediate School District ☐ Faith-Based Organization

Section 1: Provider Identification

Name of Entity ____EduTech Mobile Learning Center, Inc_____

Name of Director ___Francina James_____

Address __4475 West Outer Drive_____ **City** _Detroit___ **State** _Mich._ **Zip** _48235_

Phone _313-595-1496_____**Fax** __313-340-0086_____ **Email** __EduTMobile@netscape.net_____

Proposed Location of Services (if different from above):

Address _____ **City**_____ **State** _____ **Zip** _____

If different from Director:
Name of Contact Person___Dr. Karen Wyre_____

Address ___4475 West Outer Drive_____ **City** _Detroit___ **State** _Mich._ **Zip** _48235_

Phone 313-595-1496_____**Fax** 313-340-0086_____ **Email** EduTMobile@netscape.net_____

Section 2: Provider Geographic Service Area Information

1. Our organization can provide services to:

All local school districts/PSAs in Michigan: Yes X   No ☐

To only the following areas: (Please list the counties or local school districts/PSAs you are willing to serve)

_____

2. Proposed Location of Services – Provide addresses for the locations where you plan to deliver SES services to students:

Site Location #1: _West Detroit Site and Highland Park Site_____

Site Location #2: _Local school and In-home service_____

Site Location #3: _Local churches, libraries, recreation centers, and state facilities_____

3. Transportation – Provide information about accessibility to public transportation from your site:

Transportation provided by parent

4. Indicate if you are willing to provide services to eligible students at the school site:

Yes X   No ☐

Section 3: Provider Academic/Instructional Program Information

1. Subject Areas Covered – List all subject areas you address in working with students:

Reading, Writing, Mathematics, and Cognitive Processing Skills

2. Grade Level Able to Serve – Indicate the grade levels you are able to serve: K - Adults

3. Time of Services – Indicate when you deliver services to students:

☐ Before School   X After School   X Weekends   X Summer   X Other Open 7 days/week

4. Mode of Instructional Delivery – Describe the methods by which your program delivers instruction to students:

X Individual Tutoring   X Small Group Instruction   X Large Group Instruction

X Online Web-Based   ☐ Other

5. Schedule of Services – Indicate the length of each tutoring session and number of sessions per week:

Length of Session 60 minutes   Number of Sessions per Week Needs Vary: 1 to 5

6. Staffing – Indicate the type(s) of staff that provide instruction to students:

X Certified Teachers   X Paraprofessionals   X Volunteers   X Other Meet or exceed NCLB qualifications

7. Special Populations Served – Indicate special populations you are able to serve:

X Special Education   X Limited English Proficient   X Other GED Prep

Section 4: Provider Fees

Cost/Fee Structure – Check and complete the cost/fee structure you use:

X $65 per hour (unit of time, e.g., hour, week, etc.) per student.

☐ $_____ (flat fee) for _____ (unit of time, e.g., month, semester, year) per student.

Section 5: Program Narrative

Provide a narrative of no more than 10 pages addressing the following criteria. Refer to the attached rubric for the specific information required.

1. Describe the program that will be offered.
    a. Provide evidence of alignment to State and local district/PSA academic content standards.
    b. Discuss how consistency of content and instruction with local district/PSA content and instruction will be addressed.
    c. Describe logistics of providing service to eligible students.
2. Indicate who will provide the instruction, their qualifications, their qualifications, and the ongoing support they will receive.
3. Provide evidence of the program's effectiveness in increasing student achievement.
4. Describe evaluation, monitoring for effectiveness and communication process.
    a. Describe how the program will be monitored for effectiveness.
    b. Describe how the progress of students receiving supplemental educational services will be measured and which assessments will be used.
    c. Describe how the district, parents, and teacher(s) will be notified of the student's progress (in their native language, if necessary).
5. Indicate the pricing structure for providing supplemental services.

Section 6: Assurances and Signature Form

In submitting this application to be included in the Michigan Department of Education Approved Supplemental Educational Services Provider List, I certify that:

1. The information in this application is true and correct to the best of my knowledge.
2. The organization meets all applicable federal, state, and local health, safety, and civil rights laws.
3. All staff providing instruction to qualified children meet the state requirements for criminal history check.
4. All paraprofessional staff will work under the direct supervision of a certified teacher.
5. All instruction and content are secular, neutral, and non-ideological.
6. All qualified children whose parents request services from the organization will be served equally, without restriction.
7. The organization will not disclose to the public the identity of any student eligible for or receiving supplemental services without the written permission of the parent of the student.
8. The organization is financially stable and will be able to complete services to the student and the school.
9. The organization will not apply additional admission criteria on eligible students.

_____   _____
(Print Name)   (Title)

_____   _____
(Signature)   (Date)

Supplemental Educational Services
Rubric

OVERALL SCORING ____/42

[Must score at least 28]

Application Narrative

Rubric Element 1. Program	10 points

❖ Describe the program that will be offered. Be sure to include the following specifics:

- Alignment of program to MDE academic content standards and benchmarks, grade level content expectations, and student academic achievement standards

- How content and instruction will be consistent with content and instruction of local school district/PSA

- Location of service delivery

- Length of each tutoring session (i.e., everyday, biweekly, summer)

- Grade levels served

- Special groups served, if applicable

- Discuss the transportation arrangements, if applicable

Indicate how the content of the program will be aligned with state academic standards.

Level I 0-1 points	Level II 2-5 points	Level III 6-10 points
• Fails to provide an adequate description of the program.	• Addresses some of the areas listed above in the program description.	• Details clearly the instructional program offered by the provider. Addresses each of the areas listed above.
• Fails to demonstrate how the provider's services are consistent with state academic standards.	• Includes some information regarding the alignment of the supplemental services offered and state academic standards.	• Includes strong evidence that the program offered is consistent with state academic standards.
		Total points for element _____/10

Comments:

Rubric Element 2.	Staff	7 points

- ❖ Describe the qualifications of your staff to provide high quality supplemental educational services.
- ❖ Describe your plan for ongoing professional development, supervision and support of staff providing supplemental services.

Level I 0-1 points	Level II 2-4 points	Level III 5-7 points
• Does not address the qualifications of teachers/other staff or the ongoing support they will be given.	• Provides some description of the qualifications of teachers/other staff and the ongoing support they will be given.	• Staff identified and fully qualified. • Comprehensive plan in place for professional development, supervision and support.
		Total points for element _____/7

Comments:

Rubric Element 3.	Program Effectiveness	10 points

- ❖ Provide evidence of the program's effectiveness in increasing student achievement. Include summaries of test results, where available.
- ❖ Provide a description of the high quality, research-based instruction that supports the program.

Level I 0-1 points	Level II 2-5 points	Level III 6-10 points
• Fails to include evidence that the program has a record of effectiveness. • Fails to provide description of research-based instruction.	• Shows some evidence of the effectiveness of the program. • Includes limited description of high quality, research-based instruction.	• Cites evidence that fully supports the program's effectiveness. • Includes description of high quality, research-based instruction that supports the program.
		Total points for element _____/10

Comments:

Rubric Element 4.	Evaluation/Monitoring	10 points

- ❖ Describe how the program will be monitored for effectiveness.

- ❖ Describe how the progress of students receiving supplemental educational services will be measured and which assessments will be used. Include information on how student progress will be monitored on a regular basis.

- ❖ Describe the specific procedures that will be used to notify the district, teacher(s) and parents regarding the progress of each student.

Level I 0-1 points	Level II 2-5 points	Level III 6-10 points
• Fails to discuss how the program will be evaluated. • Does not address monitoring progress of each student receiving tutorial assistance. • Does not adequately explain how district, parents, and teacher(s) will be informed of a student's progress.	• Provides some description of how the program will be evaluated. • Shows limited method for monitoring progress of each student receiving tutorial assistance. • Provides some explanation as to how district, parents, and teacher(s) will be informed of a student's progress.	• Clearly explains how the program will be consistently monitored for effectiveness. • Details how student progress will be monitored on a regular basis through assessments. • Describes plan to regularly and thoroughly inform district, parents, and teacher(s) of the student's progress.

Total points for element _____/10

Comments:

Rubric Element 5.	Pricing for Supplemental Services	5 points

Indicate the pricing structure for providing supplemental services.

Level I 0-1 points	Level II 2-3 points	Level III 4-5 points
• The explanation of pricing fails to give the reader an understanding of the cost of services.	• The explanation of pricing provides some understanding of the cost of services.	• The explanation of pricing clearly explains the cost of services.

Total points for element _____/5

Comments: