



Commonwealth of Massachusetts

Supplemental Educational Services (SES) District Documentation for Desk-Based Review

Overview

The federal No Child Left behind Act (NCLB) requires states to ensure that districts and providers of supplemental educational services (SES) adhere to certain parameters in the design and delivery of SES programs. The Massachusetts Department of Elementary and Secondary Education has a responsibility, through its approval and monitoring processes, to ensure that that high-quality services are delivered.

The Department must develop, implement, and publicly report on standards and techniques for monitoring a district's implementation of SES [34 C.F.R. §200.47(a)(4)(iii)]. This document supplements the primary district monitoring tool published at www.doe.mass.edu/ses/monitoring.html. A district participating in an annual desk-based review of its SES programs must complete and submit this document in addition to the following materials:

- *Dated copies of district's SES notification letters to parents/guardians*
- *Documentation of enrollment policies and procedures*
- *Documentation of outreach efforts to parents/guardians*
- *Copies of contracts/agreements with SES providers*
- *Copies of progress reports submitted to districts and parents/guardians by SES providers*
- *Copy of district's Title I, Part A grant application and any amendments*

Part I: General Information

District:		Fiscal Year:	
Name and title of representative:			
Name of reviewer(s):			
District's total Title I, Part A allocation for current year:		Amount of funds reserved for SES in current year:	
If applicable, the district spent no more than up to 1 percent of its 20 percent obligation on parent outreach and assistance for public school choice and/or SES (Yes/No):			
Number of students eligible for SES in current year:		Number of students receiving SES in current year:	

Check One:

[]	[]	[]
The district has spent or anticipates spending the total amount needed to meet its 20 percent obligation for SES in the current year.	The district has spent or anticipates spending less than the amount needed to meet its 20 percent obligation for SES in the current year and intends to spend the remainder of that obligation in the subsequent school year.	If the district spent less than the amount needed to meet its 20 percent obligation, it meets the criteria in 34 C.F.R. §200.48(d)(2)(i) [34 C.F.R. §200.48(d)(1), (2)]. <i>If checked, EQUITY AND ACCESS section completed below.</i>

Part II: Narrative Description

NOTIFICATION OF SERVICE AVAILABILITY: Overarching Question: Does the district notify parents/guardians of the availability of SES in a timely, clear, and accessible way?

- 1. Describe the district's process for notifying parents/guardians about the availability of SES. Include information on timelines and number of enrollment windows.**

