

## HOW TO SIGN UP FOR SES

### 1. DECIDE

Decide whether or not you want SES for your child. This service is free to families.

### 2. CHOOSE

The school district will give you a list of Providers that have been approved to offer SES. You must select a provider that will best meet the needs of your child. You should attend local Provider Fairs to learn more about each provider.

Ask providers questions about their tutoring services:

- Where and when is tutoring?
- How many times a week?
- How many total sessions are offered?
- Who will be tutoring my child?
- What are their qualifications?
- What type of instruction - one on one, small group, large group?
- What subject areas are offered?
- How do I know the services are effective?

### 3. ENROLL

Sign and return the completed enrollment form to your local school district. Make sure you have selected your top three providers. The district will contact you to let you know if you have been enrolled in SES and the name of your provider.

## IMPORTANT INFORMATION

Provider Name:

Provider Contact Information:

Tutor Name:

Location of Tutoring:

Day(s):

Time(s):

Expected Finish Date:

School Contact:

District Contact:

# Free Tutoring through SES

## PARENT GUIDE



This Guide has been made possible by:  
**The Holyoke Public Schools**  
**SES Program**  
**(413)534-2000 x259**

## WHAT IS SES

SES, or Supplemental Educational Services, is free tutoring provided under the No Child Left Behind (NCLB) Act.

SES services are in addition to instruction provided during the school day. These services must be of high quality, research based, and specifically designed to increase a student's academic achievement.

SES is available in Reading/Language Arts or Mathematics.

## HOW DO I KNOW IF MY CHILD IS ELIGIBLE

Your child may be eligible if he or she:

- Attends a Title I school that has been identified as a School In Need of Improvement (for failing to make Adequate Yearly Progress for two or more consecutive years), **and**
- Qualifies for free or reduced priced lunch

## NOW THAT MY CHILD IS ENROLLED, WHAT HAPPENS?

### ASSESSMENT AND TESTING

The provider will review your child's testing information to learn about your child's academic needs. The provider may need to schedule another assessment time with you.

### STUDENT LEARNING PLAN DEVELOPMENT

The Student Learning Plan, or SLP, is a document that outlines the academic goals for the tutoring sessions. The SLP will include information on the number of tutoring sessions, when and where sessions will be held, tutoring subject(s), academic needs of your child, the program your Provider will use, and information about when you will receive updates through progress reports.

The SLP is created by the parent, provider, and school. The provider will schedule a time to meet with you and the school district to develop this tutoring plan for your child. You are a very important part of creating the goals for your child's tutoring sessions.

### TRANSPORTATION

You may need to make plans to take your child to tutoring and pick your child up from tutoring. Know when and where your child's SES sessions are, and make sure a guardian will be there to transport your child.

### ATTENDANCE

A great way to be involved in your child's education is to encourage their attendance to school and SES. Make sure your child is attending their tutoring sessions.

### PROGRESS REPORTS

Each month, your provider will send you a progress report. You should review these reports. Progress reports tell you about your child's academic progress in the tutoring program.

### CONTINUE SUPPORT

On the back on this brochure is a place for you to mark down important information about your child's tutoring.

- Know your providers contact number and the tutor's name
- Contact the provider if you have any questions
- If you cannot get in touch with your child's provider, contact your child's school or district office