

**ARKANSAS DEPARTMENT OF EDUCATION  
SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDERS  
MONITORING CHECKLIST 2007-2008**

LEA \_\_\_\_\_ District \_\_\_\_\_ School \_\_\_\_\_ Monitor Initials \_\_\_\_\_

SES Provider \_\_\_\_\_ Provider Representative \_\_\_\_\_

Item	Authority	Provider Requirement	Documentation	Yes	No	Notes
1	NCLB (Public Law 107-110) Title I, Part A, Section 1116 (e)(3)(B)	<b>The provider regularly measures students' progress</b>	1. Name and Date of Pretest			
			2. Pretest results			
			3. Pretest consistent with application			
			4. Regular progress reports			
			5. Regular classroom assessments			
2	NCLB (Public Law 107-110) Title I, Part A, Section 1116 (e)(5)(A)	<b>Communication with parents is in an understandable language and format. and regularly informs the students' parents and teachers of the students' progress.</b>	1. Delivered to parent/guardian			
			2. Delivered to school			
			3. Copies of letters, or other documents to parents and dates			
			4. Copies of letters, or other documents to school and dates			
			5. Copies of translated documents			
			6. Understandable format and language			
3	NCLB (Public Law 107-110) Title I, Part A, Section 1116(e)(3)(A)	<b>Student Learning Plan</b>	1. Signatures of parent/guardian, provider, school representative			
			2. Outcomes of pre-test			
			3. Specific learning objectives based on pre-test			
			4. Timeframe for achieving goals			
			5. Progress indicated			
			6. Alignment with state frameworks			

4	NCLB (Public Law 107-110) Title I, Part A, Section 1116 (e)(5)(B); (e)(12)(B)(ii); Statement of Assurance Item 13;	<b>Instruction is aligned with the regular school program and Arkansas frameworks.</b>	<i>Grade levels consistent with application</i>			
	4.a.	<b>Curriculum Materials and Activities</b>	1. <i>Secular, neutral and nonideological</i> 2. <i>Aligned with state frameworks</i> 3. <i>Aligned with student learning plan</i> 4. <i>Aligned with school curriculum</i> 5. <i>Consistent with application</i> 6. <i>Math reflects NCTM (K-8)</i> <ul style="list-style-type: none"> <li>• <i>Number and Operations</i></li> <li>• <i>Geometry</i></li> <li>• <i>Measurement</i></li> <li>• <i>Data Analysis</i></li> <li>• <i>Algebra</i></li> </ul> 7. <i>Literacy reflects NRP (K-8)</i> <ul style="list-style-type: none"> <li>• <i>Phonemic Awareness</i></li> <li>• <i>Phonics</i></li> <li>• <i>Fluency</i></li> <li>• <i>Vocabulary</i></li> <li>• <i>Text Comprehension</i></li> </ul>			
	4.b.	<b>Lesson Plans</b>	1. <i>Lesson plans include:</i> <ul style="list-style-type: none"> <li>• <i>Goal, objective and activities</i></li> <li>• <i>Timeframe for achieving goal</i></li> <li>• <i>Mastery percentage</i></li> </ul> 2. <i>Aligned with pretest</i> 3. <i>Aligned with state frameworks</i> 4. <i>Aligned with student learning plan</i>			
	4.c.	<b>Compliance with patents and copyright laws.</b>	<i>Instructional materials are originals</i>			
	4.d.	<b>Mode of delivery</b>	<i>Mode of delivery is consistent with application</i>			

5	NCLB (Public Law 107-110) Title I, Part A, Section 1116 (e)(5)(C); Statement of Assurance Item 3; Item 6	<b>Tutors must undergo background check.</b>	1. <i>Background check through FBI and Ark State Police</i>			
			2. <i>All tutors background checked</i>			
			3. <i>Others with direct contact background checked</i>			
			4. <i>Others with indirect contact:</i>			
			5. <i>Distance learning or internet</i>			
6	NCLB (Public Law 107-110) Title I, Part A, Section 1116 (e)(5)(B); Non-Regulatory Guidance Item C-17	<b>Tutors lacking appropriate certification must be trained in the tutoring program</b>	1. <i>Certificates for all certified teachers</i>			
			2. <i>Description of required training for tutors</i>			
			3. <i>Training documents for all tutors lacking appropriate certification</i>			
7	NCLB (Public Law 107-110) Title I, Part A, Section 1116 (e)(5)(B); (e)(12)(B)(ii)	<b>Compliance with health, safety and civil rights laws.</b>	1. <i>Compliance statements on brochures or other program materials</i>			
		<b>Equitable treatment of SES eligible children.</b>	2. <i>Application contains assurance for non-discriminatory practices related to students</i>			
		<b>Discrimination based on race, color, religion, gender, disability or national origin is prohibited.</b>	3. <i>Health and safety practices promoted and practiced</i>			

8	Non-Regulatory Guidance Item D-2, D-3; D-4; NCLB (Public Law 107-110) Title I, Part A, Section 1116 (e)(5)(B)	<b>Enrollment, attendance, and supplemental services provided to eligible students is tracked.</b>	<i>Signed enrollment records of participating students</i>			
	8.a.	<b>Attendance records of participating students</b>	<i>1. Begin and end time of session</i>			
			<i>2. Student signature or initials</i>			
			<i>3. Tutor signature</i>			
			<i>4. Consistent with invoices submitted</i>			
			<i>5. Time allotted is consistent with application</i>			
	8.b.	<b>Invoicing</b>	<i>1. Copy of cover letter and accompanying records sent to the LEA</i>			
			<i>2. Number of sessions is consistent with application</i>			
			<i>3. Pricing does not exceed allowable limits (cap or PPA)</i>			
			<i>4. Policy for dropping students for non-attendance</i>			
			<i>5. Pricing is consistent with application</i>			
9	NCLB (Public Law 107-110) Title I, Part A, Section 1116 (e)(5)(B); (e)(12)(B)(ii)	<b>Maintain liability insurance relative to providing tutoring services and working with students.</b>	<i>Copy of current liability insurance certificate</i>			
10	Non-Regulatory Guidance Item D-2, D-3; D-4	<b>Compliance with all data and monitoring requests from the ADE.</b>	<i>Copies of records showing data were forwarded upon request of the ADE</i>			
11	Non-Regulatory Guidance Item K-11; K-24	<b>Provider supplies materials and copies OR has written agreement with school site regarding use of supplies and copier.</b>	<i>1. Purchase orders/invoices for tutoring materials</i>			
			<i>2. Expense records for copying materials</i>			
			<i>3. Copy of agreement regarding supplies and copier use</i>			
			<i>4. Tutoring not provided at school site</i>			N/A if services not offered at school site
12	Statement of Assurance Item 5	<b>Students are supervised until they return to other programs via adult</b>	<i>1. Students are supervised between end of school and beginning of program</i>			N/A if services not offered at school site

		<b>supervision or are released into the care of their parent or guardian.</b>	2. <i>Place of service provision is consistent with application</i>			
			3. <i>Transportation is consistent with application</i>			
			4. <i>If transportation is provided, all drivers have appropriate drivers licenses and are background checked</i>			
			5. <i>Parent forms specifying person to pick up child</i>			
			6. <i>Parent forms with specific directions for child to walk, drive, bicycle or use public transport</i>			
			7. <i>Written policy for late pick up of students</i>			
13	Title XIII, <i>Children's Online Privacy Act of 1998</i> ; Statement of Assurance Item 14	<b>Internet files are not private and the ADE, LEA, school administrators and parents may review files and communications</b>	1. <i>Copy of provider's written policy on parents, etc. accessing files</i>			
			2. <i>Copy of school policies on internet and/or computer use if applicable</i>			
			3. <i>Record of all email communications is maintained</i>			
			4. <i>Record of all files shared or submitted during tutoring maintained</i>			
			5. <i>Internet/Computers not used in program</i>			N/A if Internet/computers not used
14	Title XIII, <i>Children's Online Privacy Act of 1998</i> ; Statement of Assurance Item 14	<b>Written parental permission is obtained before communicating with students under the age of 13 via email or the Internet.</b>	1. <i>Copy of signed, written permission forms</i>			
			2. <i>Internet/computers/email not used in program</i>			N/A if Internet/computers not used

15	Title XIII, <i>Children's Online Privacy Act of 1998</i> ; Statement of Assurance Item 14	<b>School/LEA policies and procedures regarding computer/Internet use are followed, if students use a school computer to access information from the provider.</b>	1. <i>Students are supervised at all times when using the computers</i>			
			2. <i>Copy of school policy on Internet and/or computer use</i>			
			3. <i>Copy of policy regarding lost, stolen, or damaged computers and related equipment</i>			
			4. <i>Record of all files shared, submitted or otherwise transmitted during tutoring is maintained</i>			
			5. <i>Record of all email communications is maintained</i>			
			6. <i>Internet/computers/email not used in program OR instruction does not occur at school</i>			N/A if Internet/computers not used
16	Non-Regulatory Guidance Items C-4; C-5 and C-6; Statement of Assurance Item 1	<b>Student Learning Plan – Students with Disabilities</b>	1. <i>Achievement is consistent with IEP or 504</i>			
			2. <i>Measurement of progress is consistent with IEP or 504</i>			
			3. <i>Reporting progress is consistent with IEP or 504</i>			
			4. <i>Timetable for progress is consistent with IEP or 504</i>			
			5. <i>Tutoring is not provided to students with disabilities</i>			N/A – The provider does provide tutoring to students with disabilities.
17	Non-Regulatory Guidance Items C-4; C-5 and C-6; Statement of Assurance Item 1	<b>Student Learning Plan – ESL/ELL Students</b>	1. <i>Achievement is consistent with AIP</i>			
			2. <i>Measurement of progress is consistent with AIP</i>			
			3. <i>Reporting progress is consistent with AIP</i>			
			4. <i>Timetable for progress is consistent with AIP</i>			
			5. <i>Tutoring is not provided to ESL/ELL students</i>			N/A – The provider does provide tutoring to ESL/ELL students

18	Statement of Assurance Item 12; Non-Regulatory Guidance Item B-3	<b>Incentives ONLY to recognize attendance and achievement gains.</b>	1. Record of incentives awarded			
			2. Record of computers awarded: Must be consistent with application			
			3. Record of internet access or other reimbursements: Must be consistent with application			
			4. Incentives not awarded			N/A – The provider does not award incentives
<i>Reviewer</i> _____		<i>Reviewer</i> _____		<i>Date</i> _____		
<i>Reviewer</i> _____		<i>Reviewer</i> _____		<i>Date</i> _____		
<i>Reviewer</i> _____		<i>Reviewer</i> _____		<i>Date</i> _____		

**Adapted from an instrument developed by Center for Research in Educational Policy/Education Innovations**