



**2009-2010  
Supplemental Educational Services  
Scoring Rubric**

Applicant Name: \_\_\_\_\_

Program Name if different from Applicant Name: \_\_\_\_\_

Reader Name: \_\_\_\_\_ Date: \_\_\_\_\_

Application Section	Possible Points	Score
<b>Section I Program Information</b>		
A. Program Description	20	
B. Basic Program Information	20	
<b>Section II Program narrative</b>		
A. Program Overview	20	
<b>Section III: Indicators of Quality</b>		
A. Evidence of Links Between Research and Program Design	20	
B. Program Links Between NCTM, NRP, and NSTA	20	
C. Connection to State Academic Standards and School or School District's Instructional Program(s)	20	
D. Monitoring Student Progress	20	
E. Evidence of Effectiveness	20	
F. Communication with Parents and Families	20	
G. Communication with Districts/Schools	20	
H. Qualifications of Instructional Staff	20	
I. Provider Goals and Objectives	10	
J. Cost of Service	10	
K. Financial and Organizational Capacity	20	
L. Compliance with Federal, State and Local Health and Safety Standards	10	
M. Compliance with Federal, State and Local Civil Rights Protections	10	
<b>Section IV: Attachments and Required Documentation</b>		
A. Letters of Recommendation	10	
B. Statement of Assurance (signed)	10	
<b>TOTAL POINTS POSSIBLE</b>	<b>300</b>	

Applicants must provide all required documentation, attend the required training workshop and score a minimum 200 out of 300 possible points in order to advance to be considered for approval. Approval is not complete until the applicant undergoes the interview portion of the process.



## Supplemental Education Services Scoring Guide

### Section I A Program Description

**20 points**

No/Limited Information Not Recommended for Approval 0-6 points	Moderate Information Revisions Required for Approval 7-13 points	Complete Information Recommended for Approval 14-20 points
<p>Program description is missing</p> <p>Program description is missing key elements identified in RFA</p> <p>Program description does not match the program elements identified in Section IB, Section IIA, or Sections IIIA and IIIB</p>	<p>Program description is vague or general</p> <p>Program description is not internally consistent</p> <p>Program description varies to a small degree from the elements identified in Section IB, Section IIA, or Sections IIIA and IIIB</p>	<p>Program description is complete and detailed</p> <p>Program description is internally consistent</p> <p>Program description does not vary from program elements in Section IB, Section IIA, or Sections IIIA and IIIB</p>

Comments:

Score: \_\_\_\_\_

**Section I B Basic Program information**

**20 points**

No/Limited Information Not Recommended for Approval 0-6 points	Moderate Information Revisions Required for Approval 7-13 points	Complete Information Recommended for Approval 14-20 points
<p>Basic program information Section is missing</p> <p>Basic program information elements are missing</p> <p>Applicant failed to indicate school districts served in prior year OR those proposed to serve 2009-2010</p> <p>Applicant exceeded 100 words in describing staff availability and qualifications</p> <p>Applicant failed to indicate if the program had ever been removed from a state's approved provider list OR failed to provide a description of the circumstances for removal if the "Yes" box was marked</p>	<p>Basic Program Information is not completed correctly or inconsistent information is indicated</p> <p>Description of staff availability and quality is vague or general</p> <p>Reason for removal from another state's approved list was not clear OR the reason for removal may or does indicate a lack of quality or effectiveness of the program proposed</p>	<p>Basic Program information section is complete and consistent</p> <p>Description of staff availability and quality is clear and complete</p> <p>Applicant has not been removed from another state's approved provider list OR reason for removal would not indicate a lack of quality or effectiveness of the program proposed</p>

Comments:

Score: \_\_\_\_\_

**Section II A Program Overview**

**20 possible points**

<p>No/Limited Information Not Recommended for Approval 0-6 points</p>	<p>Moderate Information Revisions Required for Approval 7-13 points</p>	<p>Complete Information Recommended for Approval 14-20 points</p>
<p>Information lacking, incomplete or vague regarding process for diagnosing needs/skill gaps or identifying appropriate program.</p> <p>Information lacking, incomplete or vague regarding staff training</p> <p>Information lacking, incomplete or vague regarding equipment to be used</p> <p>Information lacking, incomplete or vague regarding instructional materials provided</p> <p>Lacks strategies for working with families/school</p> <p>Lacks strategies for evaluating program effectiveness.</p>	<p>Information regarding process for diagnosing needs/skill gaps or identifying appropriate program provided in general terms.</p> <p>Information regarding staff training provided in general terms</p> <p>Information regarding equipment to be used provided in general terms</p> <p>Information regarding instructional materials provided by applicant is in general terms</p> <p>General strategies for working with families/school</p> <p>General strategies for evaluating program effectiveness.</p>	<p>Detailed and specific information regarding process for diagnosing needs/skill gaps or identifying appropriate program provided in general terms.</p> <p>Information regarding staff training is specific and appropriate to program requirements.</p> <p>Information regarding equipment to be used is specific</p> <p>Information regarding instructional materials provided by applicant is specific and inclusive</p> <p>Specific strategies for working with families/schools are provided</p> <p>Specific strategies for evaluating program effectiveness are provided.</p>

Comments:

Score: \_\_\_\_\_

**Section III A Evidence of Links Between Research and Program Design**

**20 Points**

This area of the application will be evaluated based on the extent to which it clearly and specifically links the research to the program design.

<p>No/Limited Information Not Recommended for Approval 0-6 points</p>	<p>Moderate Information Revisions Required for Approval 7-13 points</p>	<p>Complete Information Recommended for Approval 14-20 points</p>
<p>Does not explain how the key instructional practices and major design elements of the program are of high quality.</p> <p>Does not explain how the key instructional practices and major design elements of the program are based on research about achievement outcomes.</p> <p>Does not explain how the key instructional practices and major design elements of the program are specifically designed to increase student academic achievement.</p> <p>Proposal does not describe the methods of delivering the instruction to the students.</p>	<p>General explanation provided of how the key instructional practices and major design elements of the program are high quality.</p> <p>General explanation provided about how the key instructional practices and major design elements of the program are based on research about achievement outcomes.</p> <p>General explanation provided about how the key instructional practices and major design elements of the program are specifically designed to increase student academic achievement.</p> <p>Proposal describes basic or general methods of delivering the instruction to the students.</p>	<p>Well-defined key instructional practices and major design elements. These elements of the program are high quality.</p> <p>Well-defined key instructional practices and major design elements of the program are based on research about achievement outcomes.</p> <p>Well-defined key instructional practices and major design elements of the program are specifically designed to increase student academic Achievement</p> <p>Proposal describes well-defined and very clear methods of delivering instruction to students.</p>

Comments:

Score: \_\_\_\_\_

**Section III B Program Links Between NCTM, NRP, and NSTA**

**20 Points**

This area of the application will be evaluated based on the extent to which it clearly and specifically links the proposed program to identified content standards.

No/Limited Information Not Recommended for Approval 0-6 points	Moderate Information Revisions Required for Approval 7-13 points	Complete Information Recommended for Approval 14-20 points
Does not show how the key instructional practices and major design elements of the program are linked to math, English/language arts or science standards.	Some of the key instructional practices and major design elements of the program are linked to math, English/language arts or science standards or general explanation provided about how standards are expressed in the program elements.	All of the key instructional practices and major design elements of the program are linked to math, English/language arts or science standards and a specific explanation is provided about how standards are expressed in the program elements.

Comments:

Score: \_\_\_\_\_

**Section III C Connection to State Academic Standards and Local Instructional Program(s)**

**20Points**

Explain the extent to which the proposed program clearly and specifically describes its connection to state academic standards and the local instructional program(s).

No/Limited Information Not Recommended for Approval 0-6 points	Moderate Information Revisions Required for Approval 7-13 points	Complete Information Recommended for Approval 14-20 points
<p>The program's connection to specific state academic standards is missing or is very vague.</p> <p>Proposed program did not demonstrate a connection to the instructional program(s) of the school(s) in which services will be provided.</p>	<p>A general program connection is evident to specific state academic standards.</p> <p>Proposed program demonstrates a few workable and realistic connections with the instructional program(s) of the school(s) in which services will be provided.</p>	<p>There is a clearly defined evaluation plan for the program's connection to specific state academic standards.</p> <p>Proposed program is well articulated with numerous aspects of the instructional program(s) of the school(s) in which services will be provided.</p>

Comments:

Score: \_\_\_\_\_

**Section III D Monitoring Student Progress**

**20 Points**

Describe the specific programs and practices used to diagnose a student’s need, as well as, evaluate and monitor student’s progress toward clearly identified goals.

<p>No/Limited Information Not Recommended for Approval 0-6 points</p>	<p>Moderate Information Revisions Required for Approval 7-13 points</p>	<p>Complete Information Recommended for Approval 14-20 points</p>
<p>Proposal does not provide an adequate instructional program to meet student’s individual needs.</p> <p>Provides a vague or no specific process for evaluating, monitoring, and tracking student progress on a continuous and regular basis.</p> <p>Does not explain how achievement gains and student outcomes (achievement, attendance, retention and promotion, graduation and satisfaction) will be documented.</p>	<p>Proposal provides in vague or general terms information regarding how the instructional program will meet student’s individual needs.</p> <p>Provides in vague or general terms information regarding the process for evaluating, monitoring, and tracking student progress on a continuous and regular basis.</p> <p>Explains in vague or general terms how achievement gains and student outcomes (achievement, attendance, retention and promotion, graduation and satisfaction) will be documented.</p>	<p>Proposal provides an adequate instructional program to meet student’s individual needs.</p> <p>Provides a specific process for evaluating, monitoring, and tracking student progress on a continuous and regular basis.</p> <p>Explains in specific terms how achievement gains and student outcomes (achievement, attendance, retention and promotion, graduation and satisfaction) will be documented.</p>

Comments:

Score: \_\_\_\_\_

**Section III E Evidence of Effectiveness**

**20 Points**

Provide a narrative of the program's evidence of effectiveness.

<p>No/Limited Information Not Recommended for Approval 0-6 points</p>	<p>Moderate Information Revisions Required for Approval 7-13 points</p>	<p>Complete Information Recommended for Approval 14-20 points</p>
<p>Proposed program does not provide evidence that it contributes to a positive impact on student achievement.</p> <p>Program description does not provide state, district, and/or independent, valid and reliable performance data that support a positive impact on student's achievement.</p> <p>Target population is not well defined or is missing.</p> <p>The program does not have a positive impact on student performance using school grades, homework completion, or school/teacher administered subject area tests.</p> <p>Limited or no Scientific Based Research is provided.</p>	<p>Proposed program provides evidence that it will have a positive impact on student achievement.</p> <p>Program description provides a basic and clear plan to how state, district, and/or independent, valid and reliable performance data will be used to assess student performance.</p> <p>Target population is defined</p> <p>The program will have a positive impact on student performance using school grades, homework completion, or school/teacher administered subject area test.</p> <p>Scientific Based Research is provided.</p>	<p>Proposed program provides documented evidence that it will have a positive impact on student achievement.</p> <p>Program description provides specific data about the positive benefits/impact of the proposed services/model on student achievement.</p> <p>Target population well-defined (Demographic data available)</p> <p>The program has an excellent proposed positive impact on student performance using school grades, homework completion, or school/teacher administered subject area test.</p> <p>Well-defined Scientific Based Research is provided to support program model.</p>

Comments \_\_\_\_\_

Score \_\_\_\_\_

**Section III F Communication with Parents and Families**

**20 Points**

Describe the specific processes and practices used to communicate student progress to parents and families.

<p>No/Limited Information Not Recommended for Approval 0-6 points</p>	<p>Moderate Information Revisions Required for Approval 7-13 points</p>	<p>Complete Information Recommended for Approval 14-20 points</p>
<p>Does not explain in specific terms an adequate procedure to be used to report student progress to parents.</p> <p>Does not specify frequency of reporting progress to parents, or frequency is inadequate or inappropriate to provide adequate information.</p> <p>Does not describe or does not adequately describe an adequate process for resolving any disputes or conflicts that may arise with parents.</p> <p>Lacks adequate description of how the program works to accommodate the needs and schedules of working parents.</p>	<p>Explains in vague or general terms procedures to be used to report student progress to parents.</p> <p>Uses vague or general terms frequency of reporting to parents that may be inadequate or inappropriate.</p> <p>Describes in vague or general terms a process for resolving disputes or conflicts that may arise with parents.</p> <p>Provides a vague or general description of how the program works to accommodate the needs and schedules of working parents.</p>	<p>Explains in specific terms an adequate procedure to be used to report student progress to parents.</p> <p>Explains in specific terms frequency of reporting to parents that is adequate and appropriate.</p> <p>Describes in specific terms an adequate process for resolving disputes or conflicts that may arise with parents.</p> <p>Provides a complete description of how the program works to accommodate the needs and schedules of working parents.</p>

Comments:

Score \_\_\_\_\_

**Section III G Communication with Districts/Schools**

**20 Points**

Describe the specific processes and practices used to communicate student progress to districts/schools.

<p>No/Limited Information Not Recommended for Approval 0-6 points</p>	<p>Moderate Information Revisions Required for Approval 7-13 points</p>	<p>Complete Information Recommended for Approval 14-20 points</p>
<p>Does not explain in specific terms an adequate procedure to be used to report student progress to schools.</p> <p>Does not specify frequency of reporting progress to schools, or frequency is inadequate or inappropriate to provide adequate information.</p> <p>Does not describe or does not adequately describe an adequate process for resolving any disputes or conflicts that may arise with schools.</p> <p>Lacks adequate description of how the program works to accommodate the needs and schedules of contacts within the schools.</p>	<p>Explains in vague or general terms procedures to be used to report student progress to schools.</p> <p>Uses vague or general terms frequency of reporting to schools that may be inadequate or inappropriate.</p> <p>Describes in vague or general terms a process for resolving disputes or conflicts that may arise with schools.</p> <p>Provides a vague or general description of how the program works to accommodate the needs and schedules of schools.</p>	<p>Explains in specific terms an adequate procedure to be used to report student progress to schools.</p> <p>Explains in specific terms frequency of reporting to schools that is adequate and appropriate.</p> <p>Describes in specific terms an adequate process for resolving disputes or conflicts that may arise with schools.</p> <p>Provides a complete description of how the program works to accommodate the needs and schedules of schools.</p>

Comments:

Score \_\_\_\_\_

**Section III H Qualifications of Instructional Staff**

**20 Points**

Describe the specific minimum qualifications of tutors/teaching staff to be employed by the program. Include information about any training required for tutors/teaching staff including duration and content.

No/Limited Information Not Recommended for Approval 0-6 points	Moderate Information Revisions Required for Approval 7-13 points	Complete Information Recommended for Approval 14-20 points
<p>Minimum qualifications for teaching/tutoring staff are not provided.</p> <p>Information regarding staff training is not provided, is incomplete, or is expressed in vague terms</p>	<p>Minimum qualifications for staff are expressed in general terms.</p> <p>Information regarding staff training is provided in general terms or lacks specific information on duration and content of training</p>	<p>Minimum qualifications for staff are expressed in specific terms.</p> <p>Information regarding staff training is provided in specific terms and includes specific information on duration and content of training</p>

Comments:

Score \_\_\_\_\_

**Section III I Provider Goals and Objectives**

**10 Points**

The applicant must identify goals and objectives related to the program

No/Limited Information Not Recommended for Approval 0-3 points	Moderate Information Revisions Required for Approval 4-6 points	Complete Information Recommended for Approval 7-10 points
<p>Does not describe program’s annual Long Term Goals</p> <p>Objectives are not in measurable terms.</p> <p>Objectives are not realistic.</p>	<p>General Long Term Goals are provided.</p> <p>Some of the six parts of the objectives are provided.</p> <p>Objectives are realistic and achievable.</p>	<p>Detailed and specific Long Term Goals are provided.</p> <p>Objectives include all 6 parts (who, what when, how, criterion, level of success).</p> <p>Objectives are measurable, realistic and achievable.</p>

Comments:

Score \_\_\_\_\_

**Section III J Cost of Service**

**10 Points**

The proposed cost of service must not exceed stated maximum allowable

Provider charges must not exceed a maximum of \$50 per pupil per hour of instruction, or \$100 per pupil per day of instruction or \$400 per pupil per instructional week, whichever amount is less

Saturday only programs of longer than three (3) hours per Saturday may charge an amount up to \$150 per Saturday.

Summer only programs meeting five (5) days per week for two or more hours of instruction per day may charge up to \$500 per week.

No/Limited Information Not Recommended for Approval 0 points	Complete Information Recommended for Approval 10 points
Costs exceed the stated per hour/day/week maximum allowable  Information in this section is unclear, incomplete or unrealistic  No information is included in this section	Costs are within the maximum allowable

Comments:

Score \_\_\_\_\_

**Section III K. Financial and Organizational Capacity**

**20 points**

Proposal must include evidence of both financial soundness AND sound management structure

Proposal must also include at least one of the following:

- Evidence of adequate organizational resources to meet consumer demand
- Contracts, warranties or guarantees
- Evidence of formal contracts, data collection, and communications processes
- Copy of business license or formal documentation of legal status to conduct business in Arkansas

No/Limited Information Not Recommended for Approval 0-6 points	Moderate Information Revisions Required for Approval 7-13 points	Complete Information Recommended for Approval 14-20 points
Required documentation of financial or management soundness not included	Evidence of soundness not complete or not sufficient	Evidence of financial and management soundness is included and is current and sufficient
Additional documentation not included	Does not include additional evidence	Additional evidence is included and is pertinent and complete
No information is included in this section		

Comments:

Score \_\_\_\_\_

**Section III L Compliance with Federal, State and Local Health and Safety Standards**

**10 Points**

The proposal will be evaluated on the extent to which it complies with federal, state and local health and safety standards.

The proposal should address all the indicators

No/Limited Information Not Recommended for Approval 0-3 points	Moderate Information Revisions Required for Approval 4-6 points	Complete Information Recommended for Approval 7-10 points
<p>Background checks are not conducted, or no information is provided regarding these checks</p> <p>Transportation is provided by applicant, but driver's license for bus driver is not included</p> <p>No fire or health certificates are provided</p> <p>Safety plan and policies are not included</p> <p>Internet, email, or other remote instruction is included in application, but policies are not included, or only limited policies are included.</p>	<p>Background checks are conducted, but not using the same procedures as for Arkansas certified teachers</p> <p>Transportation is expected to be provided in a cooperative agreement with the district</p> <p>The place where instruction is to occur is not clear or is not identified</p> <p>An incomplete safety plan is presented</p> <p>Internet, email, and/or other remote instruction policies are addressed, but not completely. Portions of the policies are not provided.</p>	<p>Background checks are conducted prior to hiring employees who will have any contact (direct or indirect) with students</p> <p>If the program provides transportation, a copy of the driver's license for the bus driver is included. Otherwise, N/A</p> <p>If the program will be held in a setting other than on a school campus, fire and health certificates should be provided. Otherwise, N/A</p> <p>The proposal includes a written safety plan and policies</p> <p>If instruction is via internet or other remote means, policies for copyright compliance, school computer/internet use, and if applicable, parent permission for emailing students under age 13 is provided. Otherwise, N/A</p>

Comments:

Score \_\_\_\_\_

**Section III M Compliance with Federal, State and Local Civil Rights Protections**

**10 Points**

The proposal will be evaluated on the extent to which it complies with federal, state and local civil rights protections for employees *and* participants. Note that providers who are religiously affiliated are prohibited from refusing to hire otherwise qualified tutors or denying students who are not of that religion. Providers must ensure that instruction is secular, neutral, and non-ideological.

The proposal should address all the indicators

No/Limited Information Not Recommended for Approval 0-3 points	Moderate Information Revisions Required for Approval 4-6 points	Complete Information Recommended for Approval 7-10 points
<p>Does not include evidence of compliance with protections for employees</p> <p>Does not include evidence of compliance with protections for students</p> <p>No assurance that instruction is secular, neutral and non-ideological, or proposal indicates instruction is religious in nature</p> <p>Service to students with disabilities is proposed, but no evidence of compliance with IDEA and ADA is provided. Otherwise N/A</p>	<p>Limited or incomplete evidence demonstrating compliance with relevant protections for employees is provided</p> <p>Limited or incomplete evidence demonstrating compliance with relevant protections for students is provided</p> <p>Unclear assurance that instruction is secular, neutral and non-ideological</p> <p>Service to students with disabilities is proposed, but unclear or limited assurance/evidence of compliance with IDEA and ADA is provided. Otherwise N/A</p>	<p>Evidence demonstrating compliance with relevant protections for employees is provided</p> <p>Evidence demonstrating compliance with relevant protections for students is provided</p> <p>Proposal includes assurance that instruction is secular, neutral, and non-ideological.</p> <p>If service to students with disabilities is proposed, evidence is included demonstration compliance with IDEA and ADA requirements. Otherwise, N/A</p>

Comments:

Score \_\_\_\_\_

**Section IV A Letters of Recommendation**

**10 Points**

No/Limited Information Not Recommended for Approval 0 points	Complete Information Recommended for Approval 10 points
Proposal does not include required 5 letters of recommendation.  Letters of recommendation are not from teachers, parents, schools or other persons/agencies with knowledge of the program	Proposal includes required 5 letters of recommendation  Letters are from teachers, parents, schools or other persons/agencies with knowledge of the program

Comments:

Score\_\_\_\_\_

**Section IV B Statement of Assurance**

**10 Points**

No/Limited Information Not Recommended for Approval 0 points	Complete Information Recommended for Approval 10 points
Statement of Assurance with original signature in Blue Ink is not attached.  Changes, including strike-through or omitted sections, have been made to Statement of Assurance	Complete, unaltered Statement of Assurance with original signature in Blue Ink is attached

Comments:

Score\_\_\_\_\_



## Supplemental Education Services Interview Record

Representative Name and Position: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Program Name if Different than Applicant Name: \_\_\_\_\_

Information provided prior to interview: Parent Surveys, District Surveys, Monitoring Reports, Evaluation Results

#	Question	Response	Comments	+	-
1	Has this provider been removed from any state's approved provider list? If yes, what were the circumstances for the removal?				
2					
3					

**Interview Record cont'd**

<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_