



State of Arizona
Department of Education

To: District Superintendents, Charter Administrators, Tutoring Providers

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Subject: **FY18 State Tutoring Program Announcement**

In accordance with § A.R.S. 15-241 (R): Pupils attending a school assigned a letter grade of D or F or a pupil who has failed to pass one or more portions of the Arizona instrument to measure standards test in grades eight through twelve in **order to graduate from high school** may select an alternative tutoring program in academic standards . . .

As ADE awaits a legislative rewrite of § A.R.S. 15-241 (R), an informal opinion from the Attorney General's Office states that students attending a school that demonstrates a below average level of performance are eligible to receive services from the State Tutoring Grant. The following program announcement reflects our efforts for continual academic improvement and appropriate fiscal management. The State Tutoring Grant is offered on a first-come first served basis; and a finite amount of funding is available. Please note, when that amount has been encumbered, ADE will not be able to approve more grants. In order to make any remaining funds available to the schools with below average performance, an analysis of the performance range by ADE must be reviewed by the LEA and State Tutoring Staff to determine the academic need for tutoring. Please contact the State Tutoring office for information on participating in the grant.

Student Eligibility	<ul style="list-style-type: none">Students attending a school that demonstrates below average level of performance.
Tutoring Hours/Group Size	<ul style="list-style-type: none">Not to exceed 90 hours for each eligible student per semesterMaximum <u>group</u> size of (5 students to 1 tutor); a tutor can work with an unlimited <u>total</u> number of students.
Tutor Accounts	Once an on-line account is activated, that tutor <i>may not</i> transfer their account to another district, charter, or approved provider during an active round.
Tutoring Dates **NEW**	Fall 18 session: August 28, 2017 – November 30, 2017 Spring 18 session: January 22, 2017 – April 28, 2018

<p>Coordinators **NEW**</p>	<p>A coordinator can be used at a school for coordinating and supervising the tutoring program. A school should have a minimum of five tutors to have a coordinator. The rate of pay is \$300 per tutoring session. (Fall and Spring).</p>
<p>Grant Application Deadlines **NEW**</p>	<p><u>Fall Session</u>: EXPECTED Opens August 18, 2017 and closes September 8, 2017 and must be approved by September 22, 2017.</p> <p><u>Spring Session</u>: Opens December 1, 2017 and closes January 13, 2018 and must be approved by February 3, 2018.</p>
<p>Allocations</p>	<p>The amount your school/LEA will be allocated will be based on determination of below average status, prior year's spending, and the needs of the current year's program. It is the intent of the State Tutoring Grant Staff to ensure that all LEAs applying for the grant in a timely manner receive an allocation; however, there is a finite amount of funds and when that amount has been encumbered, ADE will not be able to approve more grants.</p>
<p>Hours Transfer</p>	<p>Only schools listed in the grant application are permitted to provide tutoring. Transferring hours to a non-eligible school is prohibited.</p>
<p>Schools with State Tutoring and On-site outside providers</p>	<p>If a school offers both a State Tutoring Program and permits outside provider(s) tutoring on-site, the parent of a participating student must choose one: the school's program or one of the approved-providers' programs. If a parent is dissatisfied, he/she can change programs. The new tutor must complete another Certificate of Supplemental Instruction (parent-tutor agreement) and notify the on-site program coordinator.</p>
<p>Grant Process in a nutshell **NEW**</p>	<ol style="list-style-type: none"> 1) Complete the state tutoring worksheet found on the State Tutoring website. This will act as your 'calculator' to determine your net total hours available for tutoring and your net hourly rate. 2) LEA grant applicants need to submit their application to GME via ADEConnect. Ensure the application values match the worksheet values. (Budget lines 6100 & 6200.) You will enter each eligible school on its own budget line. 3) Benefits should state, "Not to include medical" in the description. 4) Once the term is over, State Tutoring Staff will issue an AP report to the LEA. The LEA must approve the AP report. If there are any discrepancies, the LEA must contact state tutoring staff to reconcile. 5) Once the AP report is approved, The LEA will do the reimbursement request in GME. Any reimbursement requests submitted prior to AP report approval will be rejected and sent back to the LEA. 6) A completion report will be required to be completed. Future applications will not be approved nor will future reimbursements be issued until all previous completion reports are completed and approved.

Example of a grant application for \$7,500*

Function Code	Object Code	Amount	Description
Instruction 1000			
Salaries	6100	\$6206.25	<u>Tutor stipends</u> at \$32.75/hr. Alpha and Beta schools
Employee Benefits	6200	\$1293.75	<u>Benefits without medical</u> for tutors (17.25%)

Optional: Coordinator Stipend (\$300 per session)

Support Services 2100			
Salaries	6100	\$248.25	<u>Stipend for a state tutoring coordinator</u> at Alpha School
Employee Benefits	6200	\$51.75	<u>Benefits without medical</u> for coordinator at (17.25%)

*Only salaries and benefits are allowable costs. Transportation, administrative or instructional supplies are not allowed.

Tutor Qualifications

Tutoring is designed for teachers and HQ instructional aides (para-professionals) to provide services to their students in need of additional help. The tutoring program is not designed for Administrators to tutor students. An administrator can coordinate the program if needed. Principals or Providers should use the Tutor Verification form as a guide to determine if each tutor is appropriately qualified.

- Tutors for grade 7-12 students in mathematics: (a) 12 credits in mathematics and (b) bachelor’s degree or college student.
- Tutors for grade 7-12 students in English/Language Arts: (a) 12 credits in English/Language Arts and (b) bachelor’s degree or college student.
- Tutors for elementary school, K-8 students, or special education students: (a) 12 credits in basic education content courses in English, Social Studies, Mathematics, Science and possess a bachelor’s degree or (b) enrollees in teacher preparation programs.
- HQ instructional aide (per Section 1119 of ESEA) employed by a school district or charter school.

Supplemental Programs – Scheduling Tutoring

- Examples of supplemental programs are those after school, before school, during lunch, weekends, supplemental Fridays, evenings, intersession, or any **pullouts that do not remove students from core content area classes**. See below for list of core content area classes.
- During non-teaching prep time with principal’s permission.
- Programs may not supplant regular instruction.

Core Content Areas		
American Government	Foreign Language	Physics
Art	General Science	Political Science
Biology	Geography	Reading
Chemistry	Mathematics	Reading Interventions
CTE Classes	Math Interventions	SEI Classroom
Earth Science	Music	Social Studies
Economics	Performing Arts	SPED
English	Physical Science	Visual Arts

Accountability

- Completed [Certificates of Supplemental Instruction](#) are required as the agreement between the tutor and the parent. Key pieces relate to parental contact, the skill/concept to be studied, and principal/administrator acknowledgement. Please use the document found at our website.
- For accountability purposes, the tutor will indicate online if the student showed academic improvement in that skill/concept. Written, oral, or other assessments can be teacher-made, district, or standardized tests determined by the tutor.
- The State Tutoring fund online system is used by tutors to register students and enter session information. ADE uses this information to calculate actual amounts to reimburse the district/charter holder so that individual tutors can be paid.
- State Board of Education may remove a tutor if his/her students fail to meet the stated level of academic improvement (§A.R.S. 15-241(R)) stated in the Certificate of Supplemental Instruction.

Outside Providers

- Outside approved providers are posted at the ADE website. <http://www.azed.gov/state-tutoring/approved-tutors/>.
- Tutors who register with outside providers cannot simultaneously register and tutor for an LEA (or vice versa).

- Tutors who register with an outside provider may only be employed by one outside vendor. If a tutor changes employment with another vendor, the tutor must notify ADE state tutoring staff, and both vendors indicating start and end dates with both companies. The old login will be terminated and new one will be created.
- The relationship between the school/LEA should be the following:
 - If a school/LEA chooses not to participate in the State Tutoring Program, it is under no obligation to advertise for providers approved under this RFP.
 - If a school/LEA does participate in the State Tutoring Program, they must inform parents about the availability of approved providers in the area.

The parent is responsible for contacting an outside provider. The Certificate of Supplemental Instruction authorizes the release of a student's records. Schools/LEAs shall not release names or other information about eligible students to providers without a signed Certificate of Supplemental Instruction. ***NEW* Parent signature and contact information is now required on all CSIs. We will no longer accept staff initials in place of parental permission.**

Documentation to Keep

Ensure that documentation is available for monitoring to include the signed Certificates of Supplemental Instruction, attendance records that cover session dates, duration and students present (i.e., sign-in sheets), and backup documentation for all tutors related to their qualifications (i.e., transcripts).

Resources

The Tutor Verification form, the Certificate of Supplemental Instruction, list of outside providers, and eligible school list can be found at: <http://www.azed.gov/state-tutoring/>.

If you have any questions, please contact statetutor@azed.gov.