State of Arizona

Department of Education

To: District and Charter Administrators, Tutoring Providers

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Date: July 23, 2018

Subject: **FY19 State Tutoring Program Announcement**

 **Tutoring Dates: September 4, 2018 – May 18, 2019**

Welcome to the 2018-2019 school year! There are three critical changes to take notice of regarding the state tutoring program. Administration and support of the Arizona State Tutoring program will be led by the K-12 Standards Section at the Arizona Department of Education. Contact information is included in this letter and on the ADE State Tutoring website. The second change involves the cycle of the grant. In past years, if your site was involved in the state tutoring program, we offered a fall and spring session. For the 2018-2019 school year, we will only be running a single, year-long session. The last notable change involves the Certificate of Supplemental Instruction (CSI). In past sessions, this was completed at the beginning of each session. This year, the CSI will be completed three times throughout the 2018-2019 school year. We look forward to supporting the implementation and content needs of your site.

In accordance with *§ A.R.S. 15-241 (F)*: The ADE State Tutoring fund represents the program available to all pupils in a school assigned a letter grade of D or F. The parents or guardians of pupils attending a school assigned a letter grade of D or F may select an alternative tutoring program in academic standards from an approved provider.

The following announcement and eligible schools list reflects our efforts for continual academic improvement and appropriate fiscal management. The amount your school/LEA will be allocated will be based on Programmatic Review of the application, prior year’s spending, and funds availability. All applications must be received by **August 24, 2018** to be considered for allocation; however, there is a finite amount of funds and when that amount has been encumbered, ADE will not be able to approve additional grants.

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| **Student Eligibility** | * Students attending a school that received a D or F letter grade according to the accountability system as determined by AZ State Board of Education.
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| 1. **Tutoring Hours/Group Size**
 | * **Not to exceed 90** hours for each eligible student per semester
* Maximum group size of (***5*** *students to* ***1*** *tutor*); a tutor can work with an unlimited total number of students.
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| **Tutor Qualifications** | Tutoring is designed for teachers and paraprofessionals 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 certified/qualified. * Tutors for grade 7-12 students in mathematics: (a) 12 credits in mathematics or appropriate teaching certification 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 or appropriate teaching certification and (b) bachelor’s degree or college student.
* Tutors for elementary school, K-6 students: (a) 12 credits in content or content methods courses (EDU coursework) or appropriate teaching certification and (b) bachelor’s degree or college student.

If a paraprofessional does not meet the above criteria, documentation with justification may be provided to ADE State Tutoring for review. |
| **Stipends** | * All tutors are paid at the gross rate of $40 per hour.
* The gross rate of pay for coordinators is $800 for the school year.

*\*The actual take home rate will vary from LEA to LEA as benefit rates will vary.*  |
| **Coordinators** | * A coordinator organizes, implements, supports, and executes the tutoring program in accordance with the grant requirements.
* A school must have a minimum of **five tutors** to have a coordinator.
* A coordinator may also tutor, however ***there must be 5 additional tutors*** to warrant the coordinator position.
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| **Schools with State Tutoring and On-site outside providers** | 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: **1)** the school’s program **or** **2)** 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. |
| **Supplemental Programs – Scheduling Tutoring** | * Program may not supplant regular instruction.
* 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.*
* Tutoring during non-teaching prep time may be approved with principal’s permission.
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| Students **cannot** be pulled from these core content areas to attend tutoring**:** |
| American Government | Economics | Math Interventions | Reading |
| Art | English | Music | Reading Interventions |
| Biology | Foreign Language | Performing Arts | SEI Classroom |
| Chemistry | General/Physical Science | Physical Education | Social Studies |
| CTE Classes | Geography | Physics | SPED |
| Earth & Physical Sciences | Mathematics | Political Science | Visual Arts  |
| **Accountability** | * Completed Certificates of Supplemental Instruction (CSI) are required as the agreement between the tutor and the parent. The CSI contains key pieces relate to parental contact, the academic standards to be studied, how academic progress is measured, and principal/administrator/provider acknowledgement. The CSI can be downloaded from the Arizona State Tutoring website.
* The tutor will provide evidence of academic progress related to the identified standards. Written, oral, or other measures can be teacher-made, district, or state summative assessments as determined by the tutor.
* The State Tutoring fund online system (ADEConnect) 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) stated in the Certificate of Supplemental Instruction.
* Providers must ensure that documentation is available for monitoring which includes the signed Certificates of Supplemental Instruction, attendance records that cover session dates, duration and students present (i.e., sign-in sheets), and Tutor Verification form documentation for all tutors. (i.e., transcripts, certificates), and evidence of academic progress related to the identified standards.
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| **Transferring Tutor Accounts & Hours** | Once an on-line account in ADEConnect is activated, that tutor ***may not*** transfer their account to another district, charter, or approved provider during an active round. Additionally, only schools listed in the grant application are permitted to provide tutoring. Transferring hours to a non-eligible school is prohibited. |
| **Grant Application Deadlines** | ***Closes: August 24, 2018***Grant applications will be approved by August 31, 2018 |
| **Grant Process** | 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.) ***Benefit amounts are not to include medical.*** Only salaries and benefits are allowable costs. Transportation, administrative or instructional supplies are not allowed.
3. State Tutoring Staff will issue an AP report to the LEA on a bi-monthly basis and to outside vendors on a monthly basis. The LEA must approve the AP report. If there are any discrepancies, the LEA must contact state tutoring staff to reconcile, in a timely fashion.
4. The LEA and outside providers are expected to make reimbursement requests on a monthly basis with reconciliation done through the AP report.
5. A completion report is required to be completed by June 28, 2019.
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**Resources**

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

If you have any questions, please email the State Tutoring Team at statetutor@azed.gov.

**Outside Providers**

* Outside approved providers are posted at the ADE website. [http://www.azed.gov/state-tutoring/approved-tutors/.](http://www.azed.gov/state-tutoring/approved-providers/)
* 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 a new login 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.
	+ 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. **Parent signature and contact information is required on all CSIs. We will not accept staff initials in place of parental permission.**