**Updated GME State Tutoring - Guidance Instructions – November 2019**

**FFATA & GSA VERIFICATION**

1-3. Please verify all information and check the appropriate boxes in these sections.

**4. Please provide a short description of your project in one to two paragraphs.**

*A short narrative that can include the beginning and ending dates of tutoring, how students are chosen to participate, the teacher-student ratio, frequency and duration of tutoring sessions as well as how effectiveness will be measured.*

You must also include the **benefits percentage rate** and a **description indicating that their benefits are without medical**. State Tutoring applications **will** be rejected for revision until these items are correct.

**PROGRAM INFORMATION/ INSTRUCTION**

**Tutoring Dates** state December 2, 2019-May 8, 2020. Since these are new applications submitted in November, the end date remains May 8, 2020 and your start date should be included in the above narrative.

**State Tutoring Grant Funding and Participation-**

This is a competitive grant process for schools that received a letter grade of D or F on the A-F Accountability System.

**Student Eligibility-**

Any pupil attending a school that received a letter grade of D or F on the A-F Accountability System.

**Allocations**

Allocations can be made after all revisions are complete, entered in GME, and approved by ADE. All information must be complete no later than December13, 2019.

**Who is a tutor/coordinator?**

Please read the responsibilities information on tutors and coordinators, tutor verification forms can be found on the State Tutoring website for further information.

**State Tutoring – Important Dates and Deadlines FY19**

Since these grants are being allocated in November, your project start date needs to be stated in above narrative and will end by May 8, 2019. It is expected that Completion Reports are done by June 26, 2020 but you can have extensions up to August 20, 2020 if necessary (this will be rare).

**The application deadline is November 22nd**

**Contact Information**

When applying for the grant in GME, please provide contact information for the district contact, principal and coordinator by school. If tutor names are available, please include them in contacts as well. If you have not finalized your tutors yet, DO NOT put any names in that have not been finalized, please use “TBD” under tutor name.

**PROGRAM NARRATIVE QUESTIONS**

1. Please state how many students have been identified that need state tutoring services:
	1. How many for Math?
	2. How many for ELA?
	3. How many for both?

*These students should include the students targeting for tutoring services, not all kids eligible for tutoring services as these numbers can vary greatly.*

1. What are the means/measures for identifying these students? (AzMERIT proficiency, other standards-based measures)

*Clearly state how you are identifying these students, both quantitative and qualitative measures are acceptable. Since we are into the school year, data from this fall would be the preferred data used to determine students for the tutoring program.*

1. What data or assessment(s) will be used to show how progress is measured. This will be measured at 3 different intervals by the Tutor.

*Clearly state data that will measure progress. Please note that “AzMerit” does not go down to the standard level and therefore cannot be used to measure progress. All tutoring services are based on grade-level standards and your measures must align to those standards as well.*

1. How many tutoring hours are anticipated for the tutoring session/cycle?

***Plan for 16 weeks max***.

*This information should match what was stated in your project description under number 4 in section 1 of the application. Please indicated how many tutors and how many hours for each tutor per week as well as the number of weeks of tutoring that will take place. (An example may be: 5 tutors x 1 hour per week x 20 weeks)*

***You must include the number sentence in your application.***

***\*\*There is no state tutoring over spring break***

***\*\* There is no state tutoring during AZM2 testing. Allow for only 2 weeks of tutoring in April.***

1. What will schools use to show student growth on mastery of standards in ELA or math?

*In this section, keep in mind that the pre/post should align with the targeted standards very clearly, how student progress will be evaluated and communicated to other teachers, admin, and parents. In this section, benchmark does not necessarily mean your district benchmark assessment, but rather what benchmarks of success are you setting for the tutoring students.*

**Budget Section**

*Using your GME Worksheet, please fill in the 6100- Salaries and 6200- Employee Benefits.*

The benefits should mirror your GME Worksheet regarding **benefits percentage rate** **without medical**.

**The State Tutoring grant does not include indirect costs***.*

**ASSURANCES**

Please verify all information in this section and check the boxes before submitting your grant application.