GME State Tutoring Application - Guidance Instructions – July 2020

Important State Tutoring and GME Dates for 2020-2021

State Tutoring – GME Application Open	July 27, 2020
ORIGINAL Application Submission Deadline	September 11, 2020
Application Approved by Date	September 25, 2020
Final Approved Application Revisions Due	October 9, 2020
Tutoring State Date	September 28, 2020
Tutoring End Date	May 7, 2021
ST Project End Date	May 28, 2021
Completion Report due date	August 28, 2021

FFATA & GSA VERIFICATION

1-2. Please verify all information and check the appropriate boxes in these sections.

3. 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 FY21

Since these grants are being allocated in September, your project start date needs to be stated in above narrative and will end by May 8, 2021.

==The application deadline is== September 11, 2020

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:
   a. How many for Math?
   b. How many for ELA?
   c. 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.

2. 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.

3. 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.

4. How many tutoring hours are anticipated for the tutoring session/cycle?
   ==*Plan for 24 weeks max*==.
   This information should match what was stated in your project description under number 3 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 fall or spring break.***==
   ==***There is not state tutoring over winter break.***==
   ==*** There is no state tutoring during AZM2 testing. Allow for only 2 weeks of tutoring in April.***==

5. What data or assessment(s) will be used to show how progress is measured. Progress will be measured at a minimum of 3 different intervals by the Tutor.
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.

6. If a pathway for the 2020-2021 school year includes 100% virtual instruction for all students, would the LEA be capable of continuing the State Tutoring Program through a virtual environment? Yes/No
If yes, provide the plan for the State Tutoring program to be provided for in a virtual environment. Please remember that this environment is not 1 to 1. This would continue to be a group of 3 students (max 5 students) with 1 Tutor.

Please provide a detailed plan that includes the following;
   - Name of the platform/program used for virtual instruction (i.e., Zoom, Webex, Google Hangout, etc.) and
   - How many Tutors would be providing services through a virtual environment
   - How many students?
   - How many meeting times per week and the length of each meeting (meetings should not exceed 1 hour and students should not have more than 4 hours of tutoring per week).

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

Please plan on no more than 24 weeks of tutoring over the course of the school year. *Please look at your master calendar for weeks with district/school testing and conference time that might not be ideal weeks to include before school/after school tutoring.*

Please do not plan for more than 4 hours of tutoring per week per students.

Please include the number sentence that matches the number of tutoring hours budgeted for. This number should also match your spreadsheet.

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

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.