



## **2010-11 SUPPLEMENTAL EDUCATIONAL SERVICES (SES) Provider Application Information for All Applicants**

The SES provider application period for the **2010-11** academic year for ALL APPLICANTS is tentatively scheduled for **April 2010**. Please note the following about the SES provider application process:

- The Michigan Department of Education (MDE) utilizes an electronic application for SES providers. The URL for the electronic application will be posted to the MDE SES website approximately 10 days before the application period begins.
- Paper applications **will not** be accepted.
- The application is tentatively scheduled to open at **8:00 a.m. Eastern Standard Time (EST) on Thursday, April 1<sup>st</sup>, 2010** and will close at **5:00 p.m. EST on Friday, April 30<sup>th</sup>, 2010**. The electronic application will be accessible 24/7 during this time.
- Technical assistance will be available from 8:00 a.m. EST until 4:00 p.m. EST Monday through Friday while the application is open. Application questions must be directed to either (517) 373-4140 or [mde-ses@michigan.gov](mailto:mde-ses@michigan.gov).
- A sample application and rubric (used to evaluate the application) will be made available on the MDE SES website at least 30 days prior to April 1<sup>st</sup>, 2010.
- MDE will conduct a series of webinars on completing the electronic application that are tentatively scheduled for **March 2010**.
- Information and registration forms will be posted to the MDE SES website. Participation is highly recommended for all applicants.
- Incomplete or late applications will not be considered.
- Applications that are in progress, but have not been submitted by 5:00 p.m. EST on the closing date are considered late and will not be reviewed.

The application review process will take approximately 30-45 days to complete. Applicants will be notified of their approval or denial status via email. MDE will only use the main contact's email address as provided in the electronic application.

Please check the MDE SES website often for updates on this process.