



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

April 7, 2011

**MEMORANDUM**

TO: Local and Intermediate School District Superintendents, Public School Academy Directors and Public School Principals

FROM: Sally Vaughn, Ph.D. *Sally*  
Deputy Superintendent/Chief Academic Officer

SUBJECT: Supplemental Educational Services (SES) Program in Need of Application Reviewers.

The Michigan Department of Education (MDE) is seeking persons interested in reviewing applications submitted to the MDE by persons and organizations applying to become approved providers of Supplemental Educational Services. SES is a component of the *Elementary and Secondary Education Act (ESEA)*, as amended by the *No Child Left Behind Act of 2001 (NCLB)*. Per ESEA/NCLB, Title I schools that do not make Adequate Yearly Progress (AYP) for three or more years are required to offer free tutoring (SES) to eligible students.

The MDE conducts an annual application review and approval process for new SES providers. Reviewers must be able to travel to Lansing on either Wednesday, May 25 or Thursday, May 26, 2011, or both, for a review session from 9:00 a.m. to 4:00 p.m. at the Lansing Community College West (LCC West).

Potential application reviewers must also commit to participate in an instructional webinar on either Tuesday, May 17, 2011 from 10:00 a.m. to 12:00 p.m., or Wednesday, May 18, 2011 from 2:00-4:00 p.m. Individuals selected to review applications will be sent webinar instructions, a sample application, the application rubric, and directions to LCC West.

**Application reviewers must participate in the webinar session and attend the review session(s).** Currently, approved SES providers or applicants are not eligible to review applications. If you are interested in reading applications, please complete and return the attached reviewer form no later than **April 29, 2011**.

If you have any questions please contact Kristen Neal at [nealk1@michigan.gov](mailto:nealk1@michigan.gov), or Greg Olszta at 517-241-4715 and [mde-ses@michigan.gov](mailto:mde-ses@michigan.gov).

cc: Michigan Education Alliance

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[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324

## Supplemental Educational Services (SES) Application Review Session

Supplemental Educational Services (SES) are a component of the *Elementary and Secondary Education Act (ESEA)*, as amended by the *No Child Left Behind Act of 2001 (NCLB)*. Per ESEA/NCLB, Title I schools that do not make Adequate Yearly Progress (AYP) for three or more years are required to offer free tutoring (SES) to eligible students.

The Michigan Department of Education (MDE) conducts an annual application review and approval process for new SES providers and some approved providers required to submit a new application. Reviewers must be able to travel to Lansing on either Wednesday, May 25 or Thursday, May 26, 2011, or both, for a review session from 9:00 a.m. to 4:00 p.m. at the Lansing Community College West Campus (LCC West).

Potential application reviewers must also commit to participate in an instructional webinar on either Tuesday, May 17, 2011 from 10:00 a.m. to 12:00 p.m., or Wednesday, May 18, 2011 from 2:00-4:00 p.m. Individuals selected to review applications will be sent webinar instructions, a sample application, the application rubric, and directions to LCC West.

**Application reviewers need to participate in the webinar session and attend the review session.** Currently approved SES providers or applicants are not eligible to review applications. If you are interested in reading applications, please complete and return the attached reviewer form no later than **April 29, 2011**. MDE staff will contact you if you are chosen to be a reader. **A stipend and travel reimbursement will be provided to reviewers. Lunch will also be provided.**

I am interested in reading proposals for Supplemental Educational Services

### PLEASE TYPE OR PRINT

Name	
Title	
Agency/District	
Affiliation	<input type="checkbox"/> School District <input type="checkbox"/> Youth Development <input type="checkbox"/> Child Care <input type="checkbox"/> Evaluation <input type="checkbox"/> 21 <sup>st</sup> Community Learning Centers Grantee <input type="checkbox"/> Higher Education <input type="checkbox"/> Youth Development <input type="checkbox"/> ISD/RESA/RESD <input type="checkbox"/> Other _____
Review Session I wish to participate in:	<input type="checkbox"/> Wednesday, May 25 <sup>th</sup> <input type="checkbox"/> Thursday, May 26 <sup>th</sup> <input type="checkbox"/> Both
<i>Please provide the email address to which the sample application and rubric will be sent. These will be sent approximately 10 days prior to the meeting date listed above.</i>	
<b>E-mail Address</b>	
Telephone	(    )    -
<b>Is there other telephone information you wish to provide (such as home or cell)?</b>	
Other Telephone	(    )    -
Special dietary or assistance needs	

Please keep a copy of this form and e-mail, mail or fax a copy to:

Attn: Kristen Neal  
 Michigan Department of Education  
 Office of Education Improvement & Innovation  
 P.O. Box 30008  
 Lansing, MI 48909  
 FAX: (517) 241-0247  
[NealK1@michigan.gov](mailto:NealK1@michigan.gov)

Thanks for your help! If you have any questions, you may call (517) 335-4733.