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MEMORANDUM

TO: District School Superintendents

FROM: Dr. Frances Haithcock

DATE: October 5, 2010

SUBJECT: Deadline Extension for Beginning Supplemental Educational Services

According to Florida Statutes, section 1008.331(2)(a), local educational agencies (LEAs) must create a streamlined parent enrollment and provider selection process for supplemental educational services (SES) and ensure that the process enables eligible students to begin receiving SES no later than October 15 of each school year. Section 1008.331(2)(d) and (f) requires SES providers begin services to eligible students no later than October 15 of each school year contingent upon their receipt of their LEA-approved student enrollment list at least 20 days prior to the start date. In the event that the contract with a state-approved SES provider is signed less than 20 days prior to October 15, the SES provider shall be afforded no less than 20 days from the date the contract was executed to begin delivering services to students.

The intent of the statute is to ensure services to students are not delayed. In light of the delay of the 2009 AYP results, the Florida Department of Education (FDOE) will extend the deadline to begin SES for the 2010-2011 school year. In an effort to be as flexible as possible and provide a reasonable timeline for services to begin, the FDOE will expect that students begin receiving services no later than November 1, 2010. To outline the timeline, we have provided the following example to demonstrate the Department's expectations for beginning services as soon as possible.

Date	Activity
August 6, 2010	Release of 2009 AYP data
Dates may vary by LEA	Parent notification regarding SES prior to and after beginning of the school year
September 24, 2010	Last day to assign students to providers in order for services to begin by October 15
September 25 - October 12, 2010	LEA continues to assign students to SES providers in order for services to begin by November 1
October 12, 2010	Last day for LEA to provide student enrollment list to SES providers in order to begin services by November 1
October 15, 2010	SES begins for all students assigned to a provider by September 24
November 1, 2010	Deadline for providers to begin SES

The FDOE recognizes that an LEA may require additional time to notify parents regarding SES, prioritize services, assign students to a provider, and approve Student Learning Plans. However, we encourage LEAs, if possible, to assign students to an SES provider by September 24, in order for services to begin by October 15. The LEA should revise their streamlined parent enrollment and provider selection process for SES to ensure that services begin on or before November 1.

The LEA may take actions to expedite services to students, including:

- adjusting the contract approval process by calling special school board meetings or delegating someone to approve contracts on behalf of the school board;
- providing additional assistance to SES providers throughout the negotiation process;
- rapidly reviewing and processing parents' enrollment forms;
- issuing student enrollment lists to SES providers on a weekly or biweekly basis;
- working with principals and other school officials regarding school facility usage agreements for SES providers;
- streamlining the clearance process for SES provider staff (school identification badges, finger printing, and background checks); and
- providing clear instructions and templates for the development and approval of the student learning plan (SLP);
- developing a bank of pre-written SLP goals that can be easily adjusted for individual students.

We will continue providing guidance on this topic in the coming weeks. If you have any questions or concerns, please do not hesitate to contact Melvin Herring or Samantha Love in the Bureau of Federal Educational Programs at (850) 245-0479, or via e-mail at: Melvin.Herring@fldoe.org or Samantha.Love@fldoe.org.

FH/le/mh

cc: NCLB School Choice Coordinators
State-Approved SES Providers