



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 OFFICE OF QUALITY SCHOOLS
 GRANTS AND RESOURCES UNIT
SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDER APPLICATION

CONTACT INFORMATION

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DIRECTIONS

APPLICATION DEADLINE:

Application must be postmarked by April 2, 2012. Applications may be submitted between February 24, 2012 and April 2, 2012. Applicants will be notified in writing of approval status after scoring of the applications has been completed in early May. Decisions regarding approval status are final. **There is no appeal process;** however, denied applicants may reapply next year.
All SES providers currently approved will be sent a separate notice to update their information.

MAILING INSTRUCTIONS:

Electronic submission of this application is not available. **Four copies (one original and three copies)** of the application must be mailed to:
 Missouri Department of Elementary and Secondary Education
 Grants and Resources Unit – 7th Floor
 David Welch, SES Contact
 205 Jefferson Street, PO Box 480
 Jefferson City, MO 65102-0480

APPROVAL PERIOD:

The approval period is the school year following approval of the application and generally three years thereafter, unless otherwise notified. After the federal No Child Left Behind (NCLB) law is reauthorized, all applicants will need to reapply to meet guidelines.

The application hereby declares understanding, agreement, and certification of compliance to provide the items and/or services in accordance with all requirements and specifications contained herein. The applicant further agrees that the language herein shall govern in the event of a conflict with the proposal. The names of approved applicants will be placed on the list of approved Supplemental Educational Services Providers maintained by the Missouri Department of Elementary and Secondary Education (the Department) at http://dese.mo.gov/divimprove/fedprog/grantmgmt/Supplemental_Services/.

APPLICANT INFORMATION

AUTHORIZED SIGNATURE		DATE
PRINTED NAME		TITLE
NAME OF ORGANIZATION		MONTH & YEAR ORGANIZATION WAS FORMED
MAILING ADDRESS		
CITY, STATE, ZIP		
VENDOR NO. (IF KNOWN)		FEDERAL EMPLOYER ID NO.
PHONE NO.	FAX NO.	E-MAIL ADDRESS

FOR DEPARTMENT USE ONLY

APPROVED BY STATE OF MISSOURI	
TITLE:	DATE:

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator - Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email civilrights@dese.mo.gov.

1 INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction:

1.1.1 This application constitutes a proposal to become an approved Supplemental Educational Services (SES) provider in the state of Missouri.

1.1.2 Application Organization – this document is divided into the following parts :

- Introduction and General Information
- Agreement Criteria
- Application Submission Information
- Application: Cover page (first page of this document)
 - Part A – Narratives and Explicit Responses
 - Part B – Provider Service Summary
 - Part C – Assurances
- Rubric/Scoring Guide for Evaluation of Application (separate link)

1.2 Background Information:

1.2.1 As part of the federal No Child Left Behind Act (NCLB) of 2001, any school in its second or subsequent year of School Improvement shall arrange for the provision of supplemental educational services (SES) to eligible children in the school from a provider with a demonstrated record of effectiveness, or a high probability of success, selected by the parents in cooperation with the school district of residence and approved for that purpose by the State educational agency [Section 1116(e)(1)].

1.2.2 The NCLB Act requires that the state promote maximum participation by providers to ensure, to the extent practicable, that parents have as many choices as possible. This application is issued to select the providers of SES that will be included on Missouri's approved SES provider list. This is not a competitive process in that as many providers can be included on the list as meet the specified criteria. The list will be maintained by the Missouri Department of Elementary and Secondary Education (the Department) and will indicate the school districts to be served by each provider. Providers can also be removed from the list subject to the conditions specified below.

1.2.3 It is expected that instruction will be primarily in the areas of communication arts and math in order to help students achieve the Show-Me Standards <http://dese.mo.gov/standards>, as demonstrated by improved Missouri Assessment Program (MAP) scores. Adequate Yearly Progress (AYP) is calculated for both communication arts and math in all public schools.

1.2.4 Although an attempt has been made to provide accurate and up-to-date information, the Department does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this process.

1.3 Eligible Service Providers:

1.3.1 The term Provider is defined as a non-profit entity, a for-profit entity, a school district, or a school building as defined in section 1116(e)(5).

1.4 Eligibility Requirements:

1.4.1 To be included on the approved list of SES providers, applicants must meet the following criteria:

- Have a demonstrated record of effectiveness or have a high probability of increasing student academic achievement.
- Provide supplemental educational services that are consistent with local educational agency's (LEA's) instruction and content and aligned with state's student academic achievement standards.
- Provide instruction that is of high quality, research-based, and specifically designed to increase academic achievement of eligible children on state assessments and attain proficiency in meeting the State's academic achievement standards. Reading instruction must be scientifically based and proven to be effective and include the National Reading Panel Report criteria <http://www.nationalreadingpanel.org/Publications/researchread.htm> .
- Have available letters of reference for parents and schools.
- Be financially sound (see Part A and Part C Assurances).
- Provide instruction in addition to what is provided during the school day.
- Provide instruction that is secular, neutral, and non-ideological.
- Meet all applicable Federal, State, and local health, safety, and civil rights laws.

2 AGREEMENT CRITERIA

2.1 Responsibilities of the Approved Provider:

2.1.1 Approved providers are required to do the following:

- Ensure that the instruction provided is aligned with the LEA's instruction and content, Missouri's Grade-Level Expectations, the Show-Me Standards and, in the case of a student with disabilities, is consistent with a student's Individualized Education Program (IEP) under section 614(d) of the Individuals with Disabilities Education Act.
- Provide the appropriate school and the parents of children receiving SES with information on the progress of the children in increasing their achievement in a format and, to the extent practicable, in a language that such parents can understand.
- Ensure all employees who will interact with students will be fingerprinted and background checked pursuant to Missouri Teacher Licensure procedures (5 CSR 80-800.200 Application for Certificate of License to Teach). Results of background checks should be provided to schools.
- Enter into an agreement with the local school district that includes:
 - The method of and timetable for developing the Student Learning Plan (the specific achievement goals for each student based upon the child's specific educational needs) and a description of how the student's progress will be measured;
 - A list of the enrolled and participating students;
 - A timetable for improving achievement; in the case of a student with disabilities, it is consistent with the student's IEP;
 - The amount of instructional time to be provided;
 - Provider's hourly fee and provisions with respect to the making of payments to the provider by the school district;
 - Maximum number of students to be served in a single tutoring session;
 - The location where services will be provided;
 - The means of transporting children to the place of instruction if the services will be provided in a location other than student's school;
 - An attendance policy that states required student participation in order to continue receiving services;
 - A description of how the student's parents, teacher(s) and school district will be regularly informed of the student's progress;
 - Provisions for the termination of such agreement;
 - An assurance from the provider that the identity of any student eligible for, or receiving, SES will not be disclosed without the written permission of the parents of the student;
 - A description of the scientifically based program to be utilized with specific references;
 - The qualifications of staff responsible for the delivery of the instructional program;
 - An assurance that all instruction and content are secular, neutral, and non-ideological (nothing contained in this agreement shall permit the making of any payment for religious worship);
 - An assurance of a final report by provider to schools as to gains made by participating students.

2.2 Duration and Monitoring:

2.2.1 The Department, in cooperation with the applicable school districts, is required to monitor the quality and effectiveness of the services offered by approved providers and to withdraw approval from providers that fail to contribute to increasing the academic proficiency of students to whom they provide services or that fail to meet any of the other eligibility requirements or assurances. Monitoring will be conducted through contact with local school districts, parents, and providers to ascertain an evaluation and demonstration of the effectiveness of providers. A violation of any of the above referenced Provider responsibilities constitutes grounds for immediate removal from the state approved list.

2.2.2 A district must continue to offer supplemental services until the school(s) in question is no longer in school improvement according to requirements of NCLB.

2.3 Reporting Requirements:

- 2.3.1 In May of each year, the provider is expected to submit to the appropriate school(s) a final written report that summarizes the progress of all students provided with supplemental services. The school may be asked to submit this report to the Department for review. This information may be used to help determine if a provider will remain on the state's approved list.

2.4 Other Contractual Requirements:

- 2.4.1 **Contract Period:** The contract shall not bind, nor purport to bind, the Department for any contractual commitment in excess of the original contract period. The Department shall have the right, at its sole option, to renew the approval for three additional one-year periods, or any portion thereof, if the provider has met all requirements in this proposal. In the event the Department exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.
- 2.4.2 **Termination:** The Department reserves the right to terminate the designation at any time, for the convenience of the Department, without penalty or recourse, by giving written notice to the designee at least thirty (30) calendar days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, the following shall apply:
The designee shall defend, indemnify and hold harmless the Department, including its officers, agents, employees and assigns, in all suits of law or in equity alleging patent, trademark or copyright infringement, defamation (libel and/or slander), violation of privacy rights, violation of the right of publicity, misappropriation of trade secrets or unfair competition concerning or arising from the contractor's performance or products produced under the terms of the contract.
- 2.4.3 **Contractor Liability:** The contractor/provider shall be responsible for any and all injury or damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition to the liability imposed upon the contractor on account of personal injury, bodily injury (including death), or property damage suffered as a result of the contractor's negligence, the contractor assumes the obligation to save the Department, employees, and assignees from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold the Department, including its employees and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.
- 2.4.4 **Insurance:** The contractor shall understand and agree that the Department cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the Department, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract.
- 2.4.5 **Contractor Status:** The contractor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the Department. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the department, its officers, agents, and employees, harmless from and against any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
- 2.4.6 **Coordination:** The contractor shall fully coordinate all contract activities with those activities of the school districts they are approved to serve. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the Local Educational Agency (LEA) throughout the effective period of the contract.
- 2.4.7 **Substitution of Personnel:** The provider agrees and understands that the contractual agreement is predicated in part on the utilization of the individual(s) that have met all the eligibility requirements. Therefore, the approved provider agrees that no substitution of such specific individual(s) and/or personnel qualifications shall be made unless the substitute meets all eligibility requirements.

3 APPLICATION SUBMISSION INFORMATION

3.1 Submission of Proposals:

- 3.1.1 Submission deadline is April 2, 2012 (postmarked).
- 3.1.2 ELECTRONIC SUBMISSION OF PROPOSALS THROUGH THE ON-LINE WEB SITE IS NOT AVAILABLE FOR THIS APPLICATION.
- 3.1.3 This is not an interactive form, but you may enter your information on the cover page, Part B, and Part C, and then print off copies in preparation for submission. You will NOT be able to save and submit on-line.
- 3.1.4 The provider must complete the documents contained in Parts A, B, and C using the following guidelines:
- Use Times New Roman font, 12 pt.; double space your text and use one-inch margins
 - Type the questions to correlate with your numbered responses
 - Use a document footer with entity name and page numbers
 - Allowable attachments are limited to requested documentation in Part A. Reviewers of this proposal will not be required to read additional attachments. Attachments such as CDs, videotapes, or other multimedia productions cannot be accommodated. Do not submit application in notebooks or in spiral bindings.
- 3.1.5 When submitting a proposal, the provider's (company's) name should be the one that is registered with the Missouri Secretary of State's office, and send a total of four (4) copies, one with original signatures.
- 3.1.6 To facilitate the evaluation process, the provider is encouraged to organize the proposal into distinctive sections that correspond with the individual evaluation categories described herein.
- 3.1.6.1 Each distinctive section should be titled with the individual evaluation category and all material related to that category should be included therein.
- 3.1.6.2 The proposal should be page numbered with the signed cover page placed at the beginning of the proposal.
- 3.1.6.3 The provider is cautioned that it is the provider's sole responsibility to submit information related to the evaluation categories and that the Department is under no obligation to solicit such information if it is not included with the proposal. The provider's failure to submit such information may cause an adverse impact on the evaluation of the proposal or may result in the proposal not being reviewed.
- 3.1.7 Contacts: Providers and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) should direct all of their questions or comments regarding the application, the evaluation, etc. to the Department contact person indicated on the first page.

3.2 Evaluation and Award Process:

- 3.2.1 After an initial screening process, or after the evaluation, the Department may require a clarification call. Incomplete applications, however, will be considered non-responsive and will not be reviewed.
- 3.2.2 After determining that a proposal satisfies the mandatory requirements stated herein, the evaluators shall use the SES Application Rubric to evaluate each proposal. Part B will be read by the reviewers and will be available online for school districts and the general public; all sections and questions in Part B must be completed or answered. The first page and Part C must be signed; please note which copy has original signatures.

MISSOURI'S SUPPLEMENTAL EDUCATIONAL SERVICES (SES) PROVIDER APPLICATION

Part A

Narratives and Explicit Responses

For the questions requiring descriptions, give careful, explicit responses. Number your responses, correlating them to the numbered questions.

I. Program Description.

1. Specific instructional program information.
 - a. If tutoring in communication arts (reading or writing), describe the program you will be using. If using a specific curriculum, identify it.

 - b. If tutoring in math, describe the program you will be using. If using a specific curriculum, identify it.
2. Show-Me Standards and Grade-Level Expectations (GLEs). Indicate the specific Show-Me-Standards and GLEs that your program addresses and how they are integrated into your instruction (you do not need to list every one, but give sufficient examples to indicate your knowledge and implementation of them). (Missouri's Show-Me Standards are available at <http://dese.mo.gov/standards> ; GLEs available at <http://dese.mo.gov/divimprove/curriculum/GLE/index.html>).
 - a. Communication arts:

 - b. Math:
3. Explain how your program integrates into your reading instruction the National Reading Panel's five effective reading instruction components (phonemic awareness, phonics instruction, fluency, vocabulary, and comprehension):
4. What is different about your instruction that will help children learn skills and concepts they are not learning during the regular day of instruction?
5. Tutoring session description.
 - a. If tutoring in communication arts, provide a detailed description of a one- or two-hour tutoring session. Include a detailed sample lesson plan and materials for a typical session.

 - b. If tutoring in math, provide a detailed description of a one- or two-hour tutoring session. Include a detailed sample lesson plan and materials for a typical session.
6. Check the category that best describes your program:
 for-profit
 non-profit
 faith-based
 school district
 school building
 individual
 other - explain: _____

7. Check the type of tutoring services you offer (check all that apply):
- individual
 - small group (2-5 students)
 - large group (6-10 students)
 - on-line, web based
 - other – explain: _____
8. a. What is your proposed student/tutor ratio? _____ students per 1 instructor
 b. Length of sessions and how often?
 c. Location where the tutoring will be offered?
 d. How will students be transported to the tutoring site?
 e. What is your hourly fee for instructional services?
 (Note: Missouri's recommended hourly rate is \$20-50).
9. Give the minimum number of students you require before you will contract with a district to tutor? _____
10. What grade levels will you serve? Communication Arts _____ Math _____
11. Please provide an estimate of the maximum number of students in Missouri you will be able to serve each year while maintaining quality service and results: _____
12. Please give the number of years you have been providing tutoring services to students: _____
13. Have you previously provided SES to Missouri students? Yes _____ No _____
 To how many students? _____
 In agreement with which Missouri school districts?

 Have you previously provided SES in other states? Yes _____ No _____ If yes, please list states:

 Have you ever been removed from another State's list of approved SES providers? Yes _____ No _____
 If yes, list state(s) and reason(s) for removal from that State's list:
14. List the Missouri school districts and/or counties in which you will be able to provide services if this application is approved (if you cannot serve an entire district, list the schools you can serve):
15. Explain how you will ensure the safety of children receiving your tutoring services (those provided off-site as well as school sites):
16. What credentials do you require of your instructional employees?
- a. Do you employ tutors who speak languages in addition to English? Yes _____ No _____
 If yes, in what languages are they proficient?
 - b. Do you employ tutors trained to work with LEP/ELL students?
 - c. Do you employ tutors trained to serve students with disabilities?

17. Do you offer incentives to students? If so, explain how they are used and what generally is offered. [Note: Missouri does not allow incentives for signing with a provider. Although not encouraged, reasonable incentives (total cost no more than \$25 per student) may be provided to students for recognition of attendance or completion of assessment and program objectives. Computers cannot be advertised, and can only remain with the student if it has been an integral part of the service and upon the student's successful completion of the program.]
18. SES providers, along with the LEA, are required to have developed by the second week of services, a Student Learning Plan for each student receiving SES. This plan will include specific goals and measurable objectives relevant to the assessed needs of the individual child and a timetable for each student's achievement gain. How will you collaborate with parents, classroom teachers, and building leaders to ensure the Student Learning Plan is targeting needed areas? How will you disseminate the plan to the school and parents?
19. If applicable, submit documentation with this Part I. Program Description that you own or have an agreement to use software, web-based tools, and/or a copyrighted program utilized in your instructional program.

CLARIFICATION POINTS FOR SOLELY ON-LINE, WEB-BASED PROVIDERS ONLY:

1. Where will students access these on-line services?
2. Describe the minimum on-site technical requirements (i.e. hardware, software, Internet access, etc.) necessary to implement your services effectively.
3. If services are to take place in student homes, what are your provisions for those who do not have computers and/or internet access in the home?
4. How will you provide orientation and consultation with the school staff, students, and parents?
5. How will you provide continuous on-site support to participating students?
6. Submit documentation in this Part I. Program Description that you own or have an agreement to use software and/or web-based tools utilized in your program.

II. Instructional Staff Qualifications.

Your application will be evaluated in part by the extent to which you offer strong evidence of qualified staff and the commitment to ongoing professional development and improvement of your own products and services.

You may use the following as sources of evidence:

- ✓ The amount and quality of training provided to program staff;
 - ✓ Years and level of work experience, particularly in working with Title I students;
 - ✓ Highest degree attained; and/or
 - ✓ Certification of staff.
1. Describe qualifications of your instructional staff that will ensure high quality supplemental services.
 2. Describe the comprehensive plan you have in place to provide your staff with professional development and ongoing training to ensure their ability to provide effective supplemental services (include who will provide the training and how often).
 3. How will you monitor and evaluate the effectiveness of staff performance? How often will this be done?
 4. Do you train staff to work with parents? If yes, describe this training (include an explanation of the content, who provides it, and when it is offered).
 5. What method do you have of conducting criminal background checks on all employees before hiring? How is this information provided to schools?

If you employ fewer than 4 tutors, please submit a resume for each **tutor** that outlines employment experience, professional development experiences, and professional affiliations. If employing more than 4 **tutors**, submit resumes for a random sampling of 4 of them.

III. Research and Effectiveness.

Describe the scientifically based research that demonstrates your program and methods will increase student achievement—be specific to reading and math in your description. (If yours is a newly-developed program, you may give evidence of researched effectiveness of instructional strategies you will be implementing.)

1. Cite available research studies as evidence that your program has a positive impact on student achievement on state, district, and/or another independent, valid and reliable performance test, particularly for low-income, underachieving students. Include evidence of improved student outcomes, such as student attendance, retention/promotion rates, graduation rates, family/parent satisfaction, and/or student behavior/discipline.
2. Provide letters of reference from previous clients (families, schools, districts, students, teachers, etc.) offering testimonial information on the positive impact of your program. Provide contact information, start and end dates of service provided, and school district name for each reference. Submit a maximum of 3 letters.

If you have a new program or are representing a new organization with no prior experience in teaching or tutoring, you may submit 3 personal letters of reference.

IV. Evaluation, Monitoring, and Reporting.

1. Describe the specific process you use to evaluate, monitor, and track student progress on a continuous and regular basis (relevant to Student Learning Plans).
2. What assessments will you use to determine student progress (include pre- and post-test information)?
3. Describe the specific procedures you use to report on student progress to your students' parents or guardians (be sure to state how often you use this procedure). Are you prepared to notify them in their native language, if needed?
4. Describe your services to parents/guardians and how you involve them in developing goals and a timetable for the Student Learning Plan that outlines the expectations for the child's academic progress.
5. Describe how you work to accommodate the needs and schedules of working parents/guardians.
6. Describe your process for resolving any disputes or conflicts you or your staff may have with parents/guardians.
7. How will you track student attendance and report it to parents and schools?
8. How will you report on student progress (related to the above goals) to teachers and building leaders, as well as the state Department, if requested?
9. How do you monitor the effectiveness of the program you are implementing? How does an evaluation of the available data affect your program?

V. Organizational Finances.

Note: School districts and school buildings are exempt from # 1 and # 3.

1. Submit evidence demonstrating that your organization is financially sound. Your evidence may include: a description of how you currently receive funds (grants, fees for service, etc.); audited financial statements; credit ratings from an independent rating agency; organizational budgets that account for revenues, expenses and cash flow activity; proof of liability insurance (include company name and policy number, or a copy of the policy cover page); and/or a copy of the organization's tax return for the past two years.
2. Submit evidence demonstrating that your organization possesses adequate organizational resources to meet consumer demand. Your evidence may include: business plans or profiles; descriptions of financial and staff resources.
3. Submit a copy of certificate of authority to conduct business in the State of Missouri (obtained through the Secretary of State's office online: <http://www.sos.mo.gov> or phone 866-223-6535). If you are a new business in the State of Missouri, you must include the completed application for the certificate of authority to conduct business that has been filed with the Secretary of State's office prior to submitting this application.
4. Indicate the pricing structure for providing supplemental services. Explain specifically what services the fees will cover. You must have an hourly fee.

SES PROVIDER APPLICATION

Part B

PROVIDER SUMMARY

This information will be available to parents, schools, and the general public. All parts must be completed. (sample provided)

NAME OF PROVIDER

Business Headquarters

List Counties or school districts you will serve (list of districts by county <http://mcds.dese.mo.gov/guidedinquiry/District%20and%20School%20Information/Missouri%20School%20Directory%20by%20County.aspx>. Click on the drop-down box and select all, after loading you will have a list of all counties. Click on the county listed on the left side to see the list of districts in that county.) **ONLY LIST THE COUNTIES** you will serve unless you will **ONLY** serve selected school districts in a county.

Location and Frequency of Service

Transportation Offered

Tutoring Subjects Taught and Grade Levels Served

Student Tutor Ratio

Minimum Number of Students Required to Offer Services

Cost per Hour \$

Instructional Program and Parent Reporting

Qualifications of Tutors

List the Specific Student Populations you are able to serve

Provide three sentences describing the evidence of your program effectiveness

SES APPLICATION
Part C

ASSURANCES

In submitting this application to be included on the Missouri Department of Elementary and Secondary Education's approved Supplemental Educational Services (SES) Provider List, I certify that:

1. All applicable federal, state, and local health, safety, and civil rights laws will be met.
2. Prior to their providing services to children, all teachers in the program will have undergone current criminal background checks with the Missouri State Highway Patrol, will have been fingerprinted and approved to work with children.
3. All instruction and content will be secular, neutral, and non-ideological.
4. All instructors will have the degree(s) or experience indicated in Part A and B.
5. Student Learning Plans will be developed for each student served that include academic goals relevant to that student's assessed needs. These plans will be made available to parents, the school, and if requested, to the state.
6. All qualified students whose parents request services from the provider will be served equally, without restriction.
7. The identity of any student eligible for or receiving supplemental educational services will not be disclosed without the permission of the parent.
8. No additional admission criteria will be applied to eligible students.
9. Our organization will not employ any school district employee who currently serves the district in the capacity of administrator or SES coordinator.
10. Students will not be offered any form of incentive for signing up with our organization; other incentives given to recognize achievement of goals will be valued at no more than \$25.
11. Students/parents will not be encouraged to switch providers once students have enrolled with a provider.
12. Our organization is financially stable and will be able to complete services to the student and the school.
13. Our organization understands that approval does not constitute the State of Missouri's endorsement of our program.
14. The organization will participate in any and all data reporting and evaluation activities as requested or required by the U. S. Department of Education, the Missouri Department of Elementary and Secondary Education, and the contracted school district.
15. Removal from the provider list will be accepted if any false or exaggerated information is found, or if services are found to be ineffective or not in the best interest of the individual student.
16. The provider agrees to be an independent enterprise and separate from the State and from the Missouri Department of Elementary and Secondary Education.

REQUIRED SIGNATURE

NAME OF PROVIDER/ENTITY

PRINTED NAME

TITLE

ORIGINAL SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE