

# Hereford Independent School District

## SES Process and Information for Providers

*Updated August 2011*

### Recruiting:

- ❖ Must complete contract process first
- ❖ Recruiting on HISD campuses is **not** allowed
- ❖ You must have permission to recruit at businesses, apartment complexes, and other Hereford locations from the manager or supervisor in charge **prior** to recruiting
- ❖ Must use Texas SES Enrollment form completed by parent
- ❖ Please remember that you represent your company who provides SES services to students – you **DO NOT** represent Hereford ISD, NCLB, TEA, or USDE

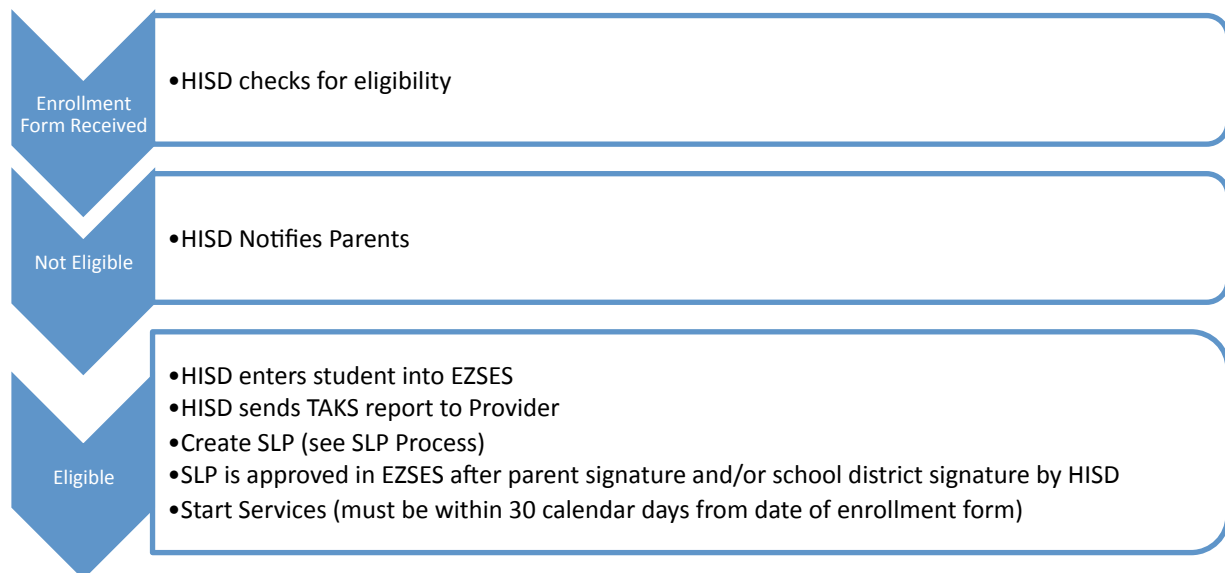
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### Enrollment:

- ❖ State approved enrollment form required (must have both sides printed)- copy attached
- ❖ Enrollment forms must be completed by parent
- ❖ HISD has Open Enrollment and will accept enrollment forms from **September 26, 2011 – May 1, 2012** (as funds allow)
- ❖ Completed enrollment forms may be submitted to Hereford Jr. High at 704 LaPlata Drive or HISD Administration building at 601 N. 25 Mile Avenue, Hereford, Texas 79045
- ❖ **Students are required to begin services within 30 days of district receiving enrollment form to meet compliance requirement.**
- ❖ After district receives enrollment form:



- ❖ Remember to communicate with parents ASAP when you are notified that he/she is enrolled in your program
- ❖ You will be notified via EZSES when a student has been assigned to your company
- ❖ Once student is assigned to your company on EZSES you are “on the clock”

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### STUDENT LEARNING PLAN (SLP):

- ❖ Depending on the choice the parent makes on enrollment form:
  - 1) **I choose for the school and tutoring provider to develop my child's student learning plan and send me a copy.**
    - A. Provider authors SLPs on behalf of Hereford ISD; upon provider consent
    - B. HISD sends via email TAKS data for each student assigned to provider
    - C. Provider creates SLP in EZSES
    - D. HISD prints SLP and takes to HJH for approval
    - E. Upon HJH's approval and signature HISD approves SLP in EZSES
    - F. HISD prints SLP and mails to parent
    - G. Provider may begin services (must be within 30 days from date of enrollment)
  - 2) **I will actively participate in the process to help the school and tutoring provider to develop my child's student learning plan**
    - A. Provider authors SLPs on behalf of Hereford ISD and Parent; upon provider consent
    - B. HISD sends via email TAKS data for each student assigned to provider
    - C. Provider creates SLP in EZSES
    - D. HISD prints SLP and takes to HJH for approval and signature and to parent for approval and signature
    - E. Upon HJH's and Parent's approval and signatures HISD approves SLP in EZSES
    - F. HISD gives parent a copy of SLP
    - G. Provider may begin services (must be within 30 days from date of enrollment)

**DO NOT BEGIN SERVICES UNTIL SLP IS APPROVED**

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### **ATTENDANCE:**

- ❖ Maintain attendance in EZSES-
  - Attendance must be entered on the Monday or first business day after the end of the previous week. Failure to submit weekly attendance could result in reassignment of students due to inactivity and loss of payment for services rendered.
- ❖ Information on EZSES must match hard copy documents submitted by provider for HISD to verify invoice for approval
- ❖ Provider is required to use the Hereford ISD SES Attendance Record 2011/2012 form – copy attached. On-line providers may submit electronic log in/out reports. Please email, mail, fax or hand deliver hard copies to:
  - Cheryl Davison / Federal Programs Clerk
  - 601 N. 25 Mile Avenue
  - Hereford, TX 79045
  - Fax: (806) 363-7600 ext. 1008

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### **PROGRESS REPORTS:**

- ❖ Provider submits progress reports monthly into EZSES
- ❖ HISD will print progress reports and mail a copy to parent and send a copy to HJH in school mail
- ❖ Upon parents request providers will need to translate progress reports to Spanish

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### BILLING:

- ❖ Submit invoice in EZSES
- ❖ Fax, email or upload hard copies of sign in/out sheets or log in/out records
- ❖ See attached “Billing Calendar” for due dates
- ❖ HISD writes checks on Thursday’s of each week

### ROOMS:

- ❖ Hereford ISD has a limited amount of rooms located in the HISD Administration building at 601 N. 25 Mile Avenue available upon request for tutoring purposes by submitting a “Room Request Form” – copy attached
- ❖ Rooms will be assigned upon receipt of request as long as rooms are available
- ❖ Building Usage Contract must be completed upon assignment of room
- ❖ On- going use of a facility may require room change as needed for meetings held by HISD
- ❖ HISD campuses will **not** be available for tutoring purposes at this time
- ❖ If you would like to use another location in Hereford, you will need to contact the manager or supervisor at the location for approval. Location has to be approved by Hereford ISD.

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