



August 2, 2009

Dear Parent(s)/Guardian(s):

The Philadelphia Electrical & Technology Charter High School (PE&T) has determined that your child may be eligible for free tutoring under the Supplemental Educational Services (SES) program, part of the No Child Left Behind Act of 2001 (NCLB). This letter explains how you can get this extra academic help for your child in math and reading.

If you are eligible, SES tutoring does not cost you anything. PE&T pays your child's tutor from federal funds provided generally for schools that serve the educational needs of large numbers of poor and needy families. (Transportation to the provider's site is not included, and you may have to pay for transportation).

We enclosed a list of the approved tutoring programs. The Commonwealth of Pennsylvania has approved these programs. These programs will provide your child with tutoring that is coordinated with what he or she learns in school.

A. Eligibility for Tutoring (SES)

Your child is eligible for SES if he or she:

- (a) Attends a school that is in its second year of school improvement or later, or making progress, as is the case of PE&T in meeting 2009 AYP; and
- (b) Your family meets the income eligibility limits under No Child Left Behind.

Once we have processed your child's application and verified his/her eligibility, the SES tutor you select will notify you. If your child is not eligible, we will notify you of that fact.

If the funds available for SES tutoring are not enough to provide tutoring to each eligible student whose parents want it, PE&T must give priority to the lowest-achieving eligible students. In addition, PE&T must apply fair and equitable procedures for serving students if the number of spaces at approved SES tutors is not sufficient to serve all eligible students whose parents request it. In fact, PE&T may not have sufficient funds to serve all students eligible for this tutoring, and PE&T reserves the right, if necessary to set priorities, such as projected non-proficiency on the 2010 PSSA in math or reading.

B. Tutoring (SES) Providers

The Commonwealth of Pennsylvania has approved a total of fifteen (**15**) providers to offer tutoring in Philadelphia. Providers include large, national for-profit corporations, local community-based organizations, neighborhood associations and small tutoring services. We have enclosed materials that identify local SES providers, and give you a brief description of their services, qualifications and the effectiveness of their services.

When deciding which tutoring program is best for your child, you may want to ask the following questions:

- When and where will the tutoring take place? Does the provider provide transportation?
- How often and for how many hours in total will your child be tutored?
- What programs, by grade levels and subject areas, are available for your child?

C. How to Apply for SES Programs

To apply for SES tutoring you must:

1. Choose a first, second and third choice provider from the enclosed current state-approved list. Indicate your first, second and third choice on the enclosed *Request for Tutoring/Release of Student Information Application*.
2. Contact the provider of your first choice and make an appointment.
3. Meet with the first choice provider and make sure that this is the best selection for your child.
4. Meet with your second and third choice provider if needed.
5. Once you are sure of your choice, sign the application and leave it with your chosen provider. **You must do this by Monday, September 28, 2009.** The first choice provider will also sign the application and then deliver the application to PE&T.
6. Please call or e-mail Dr. Conway, Assistant Principal for Accountability and Assessment, at 267-514-1823 (ext 294) or conwayt@petchs.org to inform us of your chosen provider.
7. PE&T will notify the provider when your child's eligibility is verified and the application is processed.
8. The provider will notify you if your child is eligible for services. The provider will also inform you when SES services will begin. (If your child is not eligible PE&T will notify you).

PE&T will host a parent meeting to provide information and answer questions you may have about the free tutoring services. The parent meeting is scheduled for **Thursday, September 24, 2009 at 7PM in the cafeteria**. This meeting is at the conclusion of our Back-to School Night from 4 PM to 7PM.

Please continue to work with us to make sure that we achieve success for every student.

Sincerely,

Michael J. Nemitz
Chief Executive Officer

Student Name _____ Grade _____

I, _____ request Supplemental Educational Services (SES) for my child, and I authorize the Philadelphia Electrical and Technology Charter High School to release all necessary student information to the approved SES provider.

First Choice _____

Second Choice _____

Third Choice _____

Chosen Provider _____

PARENT SIGNATURE _____ Date _____

SES Provider Section

Name of Provider _____

Address _____

Phone _____ E-mail _____

Specific Achievement Goals for Student:

Available Start Date: _____

The approved provider will invoice PE&T for payment on a monthly basis with verifiable student sign-in sheets and monthly progress reports.

Signature of Chosen Provider _____ **Date** _____

Provider Instructions: Please return this application to: PE&T Charter H.S., c/o Thomas Conway, 1420-22 Chestnut Street, Philadelphia, PA 19102