|  |  |
| --- | --- |
| Week of July 19, 2021 | Announcement letter released with all documents available on ADE State Tutoring website. |
| July 27– September 1, 2021 | State Tutoring applications open for submission in GME. Don’t forget to attach the GME Worksheet and Contact list within your application. |
| **September 1, 2021, 5 p.m.** | Completed Grants due in GME with Contact List and GME Worksheet. |
| September 17, 2021 | Grant applications will be approved by September 17, 2021.  ***Once approved, begin completion of the following:***  Tutor Verification Form, State Tutoring Checklist, State Coordinator Checklist, and Certificate of Supplemental Instruction (CSI) for all tutors and students. Send updated District/School contact list if appropriate. |
| **September 27, 2021** | **Last day to submit:**  ***Any changes to the ST application/budget in GME***  State Tutoring checklists, Coordinator checklists completed and submitted to ADE in one file from the LEA.  Certificates of Supplemental Instruction completed with all signatures and maintained at the school site.  Tutor verification forms completed with all signatures and maintained at the school site. |
| **Tutoring can begin. For tutoring to begin, all State Tutoring and Coordinator Checklists should be submitted as a single file to the ADE.**  District/School Contact Lists must be updated and submitted to the ADE. Tutor Verification forms and parent signed CSI’s must be completed and maintained at the school. |
| By the End of Nov. -Beginning of Dec. 2021 | Assess mastery of standards on first CSI. **Write new CSI for each student.** |
| **December 3, 2021** | **Last day to tutor this semester.** |
| **December 10, 2021** | Invoice sent for first semester of tutoring. May submit for reimbursement through GME. |
| By the end of March 2022 | Assess mastery of standards on second CSI. **Write new CSI for each student.** |
| **May 2-6, 2022** | Assess mastery of standards on third CSI.  **Last day for tutoring – May 6, 2022** |
| **May 13, 2022** | Invoice sent for second semester of tutoring.  **Submit for reimbursement through GME no later than May 27th.** |
| **May 27, 2022** | GME application for State Tutoring closes. No additional reimbursement requests can be made. ***Additional reimbursement requests will be part of the Completion report.*** |
| **August 26, 2022** | Completion Report is due. Include State Tutoring invoices form ADE as well as your fiscal data from school/district. |
| **Ongoing throughout the 2021-2022 School Year:** | |
| Daily | Sign in sheets completed and verified the day of each tutoring session. |
| Weekly | Tutors - Log student and tutor hours in ADEConnect; ***hours missed will not be added to invoices, once invoices have been generated.***  Principal/Coordinator/Providers - Check and confirm hours in ADEConnect. |
| Monthly | For all LEAs: Cash Management Reports/Reimbursement Requests are twice a year. **One reimbursement for the first semester in December. One reimbursement for the last semester in May.** |
| Quarterly | For all LEAs: Verify sign in sheets and tutoring sessions match in the ADEConnect Reports – Hours Reports. |
| Semester | Invoice provided by ADE should match State Tutoring fund application reports. Submit to GME for reimbursement. |