

To: District and Charter Administrators, Tutoring Providers  
 From: Ebony McKinney, State Tutoring Coordinator  
 Date: April 1, 2023  
 Subject: FY24 State Tutoring Program Announcement

Welcome to the 2024 State Tutoring program!

Tutoring Dates: Aug. 21, 2023 – May 3, 2024

In accordance with § A.R.S. 15-241 (F): The ADE State Tutoring fund represents the program available to **all** pupils in a school assigned a letter grade of D or F. The parents or guardians of pupils attending a school assigned a letter grade of D or F may select an alternative tutoring program in academic standards from an approved provider.

The following announcement and eligible schools list reflect our efforts for continual academic improvement and appropriate fiscal management. The amount your school/LEA will be allocated will be based on Programmatic Review of the application, prior year’s spending, and funds availability.

All applications must be received by **June 30th, by 5 p.m.** to be considered for allocation; however, there is a finite amount of funds, and when that amount has been encumbered, ADE will not be able to approve additional grants.

<b>Student Eligibility</b>	<ul style="list-style-type: none"> <li>Students attending a school with a D or F letter grade according to the accountability system as determined by AZ State Board of Education.</li> </ul>
<b>Tutoring Hours/Group Size</b>	<ul style="list-style-type: none"> <li>Maximum <u>group</u> size of <b>5 students to 1 tutor</b>; Minimum group size of <b>3 students to 1 tutor</b></li> <li>A tutor can work with an unlimited <u>total</u> number of students.</li> <li>1 to 1 tutoring is not the model for this grant.</li> </ul>
<b>Tutor Qualifications</b>	<ul style="list-style-type: none"> <li>Tutoring is designed for teachers and paraprofessionals to provide services to their students in need of additional help.             <ul style="list-style-type: none"> <li><i>If a paraprofessional does not meet the above criteria, documentation with justification may be provided to ADE State Tutoring for review.</i></li> </ul> </li> <li>The tutoring program is not designed for administrators to tutor students.</li> <li>An administrator can coordinate the program if needed.</li> <li>Principals or Providers should use the Tutor Verification form as a guide to determine if each tutor is appropriately certified/qualified.</li> </ul>
<b>Pay Rate</b>	<ul style="list-style-type: none"> <li>All tutors are paid at the rate of \$60* per hour, <b>MINUS</b> district benefits.</li> <li><b><i>Medical is not taken out of the benefits for State Tutoring pay.</i></b></li> </ul> <p><b><i>*The actual take home rate will vary from LEA to LEA as benefit rates will vary.</i></b></p>
<b>Coordinators</b>	<ul style="list-style-type: none"> <li>A coordinator organizes, implements, supports, and executes the tutoring program in accordance with the grant requirements.</li> <li>A coordinator may also tutor, however <b><u>there must be 5 additional tutors</u></b> to warrant the coordinator position.</li> <li>The stipend for coordinators is <b>\$800</b> per semester, <b>MINUS</b> district benefits.</li> <li><b><i>Medical is not taken out of the benefits for State Tutoring pay.</i></b></li> </ul>

	<i>*The actual take home rate will vary from LEA to LEA as benefit rates will vary.</i>		
Schools with State Tutoring and On-site outside providers	<ul style="list-style-type: none"> <li>• Parent(s)/Guardian(s) of a participating student must choose one: <b>1)</b> the school's program <b>or 2)</b> one of the approved providers' programs.</li> <li>• If a parent is dissatisfied, he/she can change programs. The new tutor must complete another Certificate of Supplemental Instruction (parent-tutor agreement) and notify the on-site program coordinator.</li> </ul>		
Supplemental Programs – Scheduling Tutoring	<ul style="list-style-type: none"> <li>• <b>Program may not supplant regular instruction.</b></li> <li>• Examples of supplemental programs are those after school, before school, during lunch, weekends, supplemental Fridays, evenings, intersession, or any pullouts that do not remove students from core content area classes. <i>See below for list of core content area classes.</i></li> <li>• Tutoring during non-teaching prep time may be approved with the principal's permission.</li> </ul>		
<b>Students <u>cannot</u> be pulled from these core content areas to attend tutoring:</b>			
American Government	Economics	Math Interventions	Reading
Art	English	Music	Reading Interventions
Biology	Foreign Language	Performing Arts	SEI Classroom
Chemistry	General/Physical Science	Physical Education	Social Studies
CTE Classes	Geography	Physics	SPED
Earth & Physical Sciences	Mathematics	Political Science	Visual Arts
Accountability	<ul style="list-style-type: none"> <li>• <b>Completed Certificates of Supplemental Instruction (CSI) are required as the agreement between the tutor and the parent.</b></li> <li>• The CSI must be completed <b>3 times</b> during the school year <b>at minimum.</b></li> <li>• The tutor will provide evidence of academic progress related to the identified standards. Written, oral, or other measures can be teacher-made, district, or state summative assessments as determined by the tutor.</li> <li>• The State Tutoring fund online system (ADEConnect) is used by tutors to register students and enter session information. <i>ADE uses this information to calculate actual amounts to reimburse the district/charter holder so that individual tutors can be paid.</i></li> <li>• <b>State Board of Education may remove a tutor if his/her students fail to meet the stated level of academic improvement (§A.R.S. 15-241) stated in the Certificate of Supplemental Instruction.</b></li> <li>• Providers must ensure that documentation is uploaded into EMAC for monitoring which includes: <ul style="list-style-type: none"> <li>○ signed Certificates of Supplemental Instruction</li> <li>○ attendance records that cover session dates, duration and students present (i.e., sign-in sheets)</li> <li>○ Tutor Verification form documentation for all tutors. (i.e., transcripts, certificates)</li> <li>○ evidence of academic progress related to the identified standards.</li> </ul> </li> </ul>		

Grant Application Deadlines	<p><b><u>Closes: June 30 2023 @5 pm</u></b></p> <p>Grant applications will be approved on a rolling basis, as they are completed, they will be reviewed.</p>
Grant Process	<ol style="list-style-type: none"> <li>1) Complete the state tutoring budget worksheet found on the State Tutoring website. <b>This will act as your 'calculator' to determine your net total hours available for tutoring and your net hourly rate.</b></li> <li>2) LEA grant applicants need to submit their application to GME via ADEConnect. Ensure the application values match the worksheet values. (Budget lines 6100 &amp; 6200.) <b><i>Benefit amounts are not to include medical.</i></b> Only salaries and benefits (without medical) are allowable costs. Transportation, administrative or instructional supplies are not allowed.</li> <li>3) State Tutoring Staff will issue an AP report to the LEA on a yearly basis. The LEA must approve the AP report. If there are any discrepancies, the LEA must contact state tutoring staff to reconcile, in a timely fashion.</li> <li>4) The LEA can only spend up to the amount approved/allocated by the State Tutoring team. This amount will make up the final budget in the State Tutoring GME application.</li> <li>5) <b>A completion report should be completed August 26, 2024.</b></li> </ol>

**Resources**

All forms including the Tutor Verification form, the Certificate of Supplemental Instruction, list of outside providers, and eligible school list can be found at: <https://www.azed.gov/state-tutoring/>. If you have any questions, please email the State Tutoring Team at [statetutor@azed.gov](mailto:statetutor@azed.gov).

**Outside Providers**

- Outside approved providers are posted at the ADE website. <http://www.azed.gov/state-tutoring/approved-tutors/>.
- **Tutors who register with outside providers cannot simultaneously register and tutor for an LEA (or vice versa).** *If a tutor changes employment with another vendor, the tutor must notify ADE state tutoring staff, and both vendors indicate start and end dates with both companies. The old login will be terminated, and a new login will be created.*
- The relationship between the school/LEA should be the following:
  - If a school/LEA chooses not to participate in the State Tutoring Program, it is under no obligation to advertise for providers.
  - If a school/LEA does participate in the State Tutoring Program, they must inform parents about the availability of approved providers in the area.
- **The parent is responsible for contacting an outside provider.**
  - The Certificate of Supplemental Instruction authorizes the release of a student's records. Schools/LEAs shall not release names or other information about eligible students to providers without a signed Certificate of Supplemental Instruction.
  - **Parent signature and contact information is required on all CSIs.**
    - **We will not accept staff initials in place of parental permission.**

**State Tutoring Contact Information:**

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