

# New Jersey Department of Education

## Supplemental Educational Services Providers

### Form D: Additional Documentation

Send items 1 – 4 below to the following address after submitting online report:

Office of Title I Program Planning and Accountability  
100 Riverview Plaza  
PO Box 500  
Trenton, New Jersey 08625-0500

**DUE DATE: Monday, December 5, 2005**

1. *SES Provider Assurances and Authorization for Continued Service*
  - A. PRINT the [SES Provider Assurances and Authorization for Continued Service](#)
  - B. SIGN and DATE Assurances pages
  - C. RETURN signed, dated and completed *SES Provider Assurances and Authorization for Continued Service* pages.
2. A copy of the final progress report your agency submitted to each district summarizing the progress of all students served. Do NOT include student names in order to protect the privacy of students. Reports may include student ID, gender, pre- and post-test results.
3. Financial statements for 2004-2005. Please send a copy of a financial statement that verifies your agency is financially stable (examples: annual audit, tax return, etc.) For LEA/school providers, supply audit letter for the district.
4. A list of the instructional staff who provide direct instruction to students, and supervisory staff who oversee the instructors. List by name with a description of their educational and professional background (educational degrees, certifications, etc.) Please use the form entitled, [Supplemental Educational Services Instructors and Qualifications](#) (Word document). Save this word document to your computer. After completing this form, print and return with items 1 through 3 above.
5. Review your [SES Provider Information Summary](#). E-mail revisions to [SES@doe.state.nj.us](mailto:SES@doe.state.nj.us). Changes that are significant in scope must be approved by the Office of Title I Program Planning and Accountability.

**Questions???** – Email the SES helpline at [SES@doe.state.nj.us](mailto:SES@doe.state.nj.us)

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Office of Title I Program Planning & Accountability  
Office of Educational and Informational Technology