

New Jersey Department of Education

# Supplemental Educational Services Providers

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## Form E: Additional Documentation

Send items 1 – 5 (items 6 and 7 are optional) below to the following address after submitting online report:

SES Coordinator

Office of Title I Program Planning & Accountability

New Jersey Department of Education

PO Box 500

Trenton, NJ 08625-0500

**DUE DATE: November 22, 2006**

1. Assurances

- PRINT the [SES Provider Assurances and Authorization for Continued Services](#)
- SIGN and DATE Assurances pages
- RETURN signed, dated and completed [SES Provider Assurances and Authorization for Continued Services](#) pages.

## 2. **Final summary progress report**

- 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 should include, at a minimum, student ID, gender, pre- and post-test results. Attached is a [summary report template](#) you may use. This template format is not required.

## 3. **Sample of a completed student Individual Learning Plan (ILP)**

- Do NOT include student name in order to protect the privacy of student.

## 4. **Evidence of financial viability**

- Please send a copy of a current 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.

## 5. **Review provider Web profile**

- Review your [SES Provider Information Summary](#). E-mail revisions to [SES@doe.state.nj.us](mailto:SES@doe.state.nj.us) or fax to 609-633-6874. Changes that are significant in scope,

including increased costs per pupil, must be approved by the Office of Title I  
Program Planning and Accountability.

6. **Discipline/behavior policy (optional)**

7. **Attendance policy (optional)**

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 and Accountability

Office of Educational and Informational Technology