

EKSPLIKASYON/INSTRUCTIONS

1YE ETAP/STEP 1: Revize anyè founisè a epi pale ak yon reprezantan pou jwenn founisè SES ki pi bon an pou pitit ou a/ Review the provider directory and speak with a representative to find the best SES provider for your child.

2yèm ETAP/STEP 2: Ranpli Fòm enskripsyon SES la/Fill out the SES Enrollment Form

1. ENFÒMASYON AKTYÈL SOU MOUN POU YO KONTAKTE/CURRENT CONTACT INFORMATION: Ranpli enfòmasyon aktyèl sou jan pou founisè a kontakte w/ Fill out your current contact information for the provider.
2. CHWA FOUNISÈ/PROVIDER SELECTION: Chèche non ak nimewo ID founisè a nan anyè a epi ekri l nan seksyon ki la pou sa a sou fòm enskripsyon an nan kazye ki la pou sa a/Find the provider name and provider ID number in the directory and print it in the appropriate sections of the enrollment form in the boxes provided.
3. CHWA SÈVIS NAN PWOGRAM LAN/PROGRAM SERVICE SELECTION
 - Depi ou fin deside ki founisè out a renmen pou pitit ou a/Once you have decided which provider you would like for your child:
 - Pale ak founisè a pou konnen si pwogram lan ta ka satisfè bezwen pitit ou a pi byen/Talk with the provider to determine if the program would best suit your child's needs.
 - Chèche kòd sèvis ki gen rapò ak pwogram lan ki koresponn ak pwogram founisè w la nan anyè founisè a epi ekri kòd sèvis 2 chif inik founisè a nan kazye sèvis pwogram lan yo bay pou san an fòm enskripsyon an/Find the related program service code that corresponds with the program of your provider in the Provider Directory and print the unique 2 digit provider service code in the program service selection boxes provided on the enrollment form.
4. KONSANTMAN POU ENSKRI ELÈV NAN PWOGRAM SES AK POU PATAJE ENFÒMASYON SOU ELÈV/CONSENT TO ENROLL STUDENT IN AN SES PROGRAM AND TO SHARE STUDENT INFORMATION
 - Li deklarasyon sou konsantman an/read the consent statement
 - Siyen ak date fòm enskripsyon/sign and date the enrollment form
5. SIYATI FOUNISÈ/PROVIDER SIGNATURE
 - Founisè a siyen ak date fòm chwa founisè a/Provider signs and dates the provider selection form

3yèm ETAP/STEP 3: Voye fòm enskripsyon SES la tounen ba founisè ou chwazi a pou l ka soumèt li pou yo finalize l/Return the completed SES enrollment form to your selected provider so they can submit it for processing.

Tanpri asire w ke yo bay founisè ou chwazi a fòm enskripsyon siyen yo pi vit posib. Nou egzije pou founisè yo soumèt fòm enskripsyon yon an biwo k ap analize yo a pi vit posib/Please make sure that signed enrollment forms are given to your selected provider as soon as possible. We require that providers submit enrollment forms to the processing office as quickly as possible.

4yèm ETAP/STEP 4: Rele oswa voye yon imèl ba founisè ou chwazi a si w pa tande yo konsènan dat, lè ak kote pwogram pitit ou a ap fèt/ Call or email your selected provider if you haven't heard from them regarding the start date, time and location of their program for your child.

5yèm ETAP/STEP 5: Nan premye jou leson an, ale ak pitit ou a pou yo ka ede w kreye yon Plan edikasyon elèv *Student Education Plan*(SEP)pou pitit ou a. Asire ou siyen plan an epi kenbe yon kopi/On the first day of tutoring, go with your child so that you can help to develop your child's Student Education Plan. Be sure to sign the plan and get a copy.

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