

INSTRUCTIONS

STEP 1: Review the provider directory and speak with a representative to find the best SES provider for your child.

STEP 2: Fill out the SES Enrollment Form

1. **CURRENT CONTACT INFORMATION:** Fill out your current contact information for the provider.
2. **PROVIDER SELECTION:** 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. **PROGRAM SERVICE SELECTION**
Once you have decided which provider you would like for your child:
 - Talk with the provider to determine if the program would best suit your child's needs.
 - When you and the provider agree on the program for your child, complete the enrollment form.
 - On the enrollment form, write the name of the provider you have selected, the provider's ID, and the Service Code in the boxes provided.
4. **CONSENT TO ENROLL STUDENT IN AN SES PROGRAM AND TO SHARE STUDENT INFORMATION**
 - Read the consent statement
 - Sign and date the enrollment form
5. **PROVIDER SIGNATURE**
 - Provider signs and dates the provider selection form

STEP 3: Return the completed SES enrollment form to your selected provider so they can submit it for processing.

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.

STEP 4: 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.

STEP 5: 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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