

## INSTRUCTIONS / 說明

**STEP 1: Review the provider directory and speak with a representative to find the best SES provider for your child. 第 1 步：查閱「服務提供者指南」並向一名代表諮詢，以便為子女找到最佳的輔助教育服務提供者。**

**STEP 2: Fill out the SES Enrollment Form / 第 2 步：填寫輔助教育服務（SES）報名表**

1. **CURRENT CONTACT INFORMATION:** Fill out your current contact information for the provider. / **目前聯絡資訊：**為服務提供者填寫您目前的聯絡資料。
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. / **選擇服務提供者：**在指南中找到服務提供者的名稱和 ID 號碼，並在報名表的適當部分清楚地將其填寫在所提供的方格當中。
3. **PROGRAM SERVICE SELECTION / 課程服務選擇**  
Once you have decided which provider you would like for your child: / 在您決定了您希望為子女選擇的服務提供者之後：
  - Talk with the provider to determine if the program would best suit your child's needs / 向該服務提供者諮詢，確定其課程是否最符合子女的需要。
  - When you and your provider agree on the program for your child, complete the enrollment form / 在您和您所選擇的服務提供者就向您的子女提供的課程達成一致意見後，填寫註冊表格。
  - 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. / 在註冊表格上相應的方格裏，填寫您所選擇的服務提供者的名稱、身分證號碼和服務代碼。
4. **CONSENT TO ENROLL STUDENT IN AN SES PROGRAM AND TO SHARE STUDENT INFORMATION**  
/ **同意讓子女入讀「輔助教育服務」課程並同意將其資訊提供給有關方面**
  - Read the consent statement / 閱讀同意聲明
  - Sign and date the enrollment form / 在報名表上簽名並註明日期
5. **PROVIDER SIGNATURE / 服務提供者簽名**
  - Provider signs and dates the provider selection form / 服務提供者在提供者選擇表上簽名並註明日期

**STEP 3: Return the completed SES enrollment form to your selected provider so they can submit it for processing. / 第 3 步：將填妥的「輔助教育服務」報名表交給您所選擇的服務提供者，以便他們可以將其提交給有關方面處理。**

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. / 請記住儘快將簽了名的報名表交給您選擇的服務提供者。我們要求服務提供者儘快把報名表交給辦理辦公室（processing office）。

**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. / 第 4 步：如果您沒有從您選擇的服務提供者那裏收到有關子女課程的開始日期、時間和地點的通知，請給他們打電話或發電子郵件。**

**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. / 第 5 步：在輔導課的第一天與子女一起到其上課地點，以便您可以幫助制定子女的「學生教育計劃」。請您務必在計劃上簽名，並拿到一份該計劃的副本。**

FISCAL YEAR 2011 – 2012  
/ 2011-2012 財政年度