



INSTRUCTION SHEET FOR THE CONTRACT FOR SUPPLEMENTAL EDUCATIONAL SERVICES

This Contract is a template contract for services intended for use between a Colorado Local Educational Agency (LEA) and a Supplemental Educational Services (SES) provider approved to provide SES in Colorado for the 2010-11 school year.

The LEA may alter this template to fit its needs; however, pursuant to the United States Department of Education, the LEA may not impose additional programmatic requirements on SES providers. Section 1116(e)(4)(E) of the ESEA authorizes the Colorado Department of Education to approve providers, including their program design. The ESEA does not permit LEAs to alter the providers' program designs that CDE approved.

The LEA should pay special attention to all phrases in brackets. These brackets (highlighted in green for your convenience) signal that information must be added by the LEA (i.e., significant names, dates, etc.).

Several provisions within this template provide options. These are signaled by this: [OPTION] and are highlighted in yellow for your convenience. The LEA shall choose one of the provisions in each of the option sections, but not both. OPTION sections are found in the following paragraphs: 4.14; 6.4.4; 11.

Section 6 (six) of the Contract deals with compensation. It is imperative for LEAs to understand that the LEA may only pay for services for an eligible student up to the maximum per pupil amount. Therefore, if the student begins services with one provider and moves to another provider during the school year, the set per pupil amount will be allocated toward each provider according to the amount of hours the provider worked with the student, but will not exceed the per pupil amount. In other words, the services provided by the second Provider shall only be for the remaining per pupil allocation funds for that student.

Several documents are incorporated by reference into this Contract. Those documents include (1) the Colorado Supplemental Educational Services Code of Ethics; (2) the LEA's facility policy; and (3) the LEA policy outlining how the LEA will serve all eligible students.

LEAs are encouraged to carefully read and revise this Contract prior to using it. The Colorado Department of Education also strongly encourages review of this Contract by the LEA's legal counsel.