

[Insert date of letter]

[Insert School District Name and Campus Name]

Dear Parent/Guardian,

Through the Texas Title I Priority Schools (TTIPS) grant your student is eligible to receive Supplemental Educational Services (SES) - **FREE tutoring!**

**Help your child succeed in school – sign up for FREE tutoring today!**

This is a great opportunity to help your child without any cost to you. You may choose a free tutoring program that best meets the needs of your child from the list of approved tutoring programs in your area. These programs, approved by the Texas Education Agency (TEA), will provide your child with tutoring that is individually designed to help improve your child's academic skills.

In the event the number of requests for free tutoring exceeds the amount of money the district has to pay to provide this service, the district must set priorities to determine which eligible students will receive the free SES tutoring. If this should occur, the district will have to implement the following criteria to determine student eligibility: [insert criteria for determining which students will receive SES after receiving approval of these criteria by TEA]

**Why sign up for free tutoring?**

Research from the federal government has shown that students who participated in this free tutoring program made significant gains in student achievement, and those students who participated in multiple years did even better.

**At what times can my child receive free tutoring?**

You decide—before school, after school, during school holidays or vacation breaks, during the summer and/or during non-instructional time at middle schools and high schools (for example: off periods, study hall, etc).

**Who will provide my child's free SES tutoring?**

You decide—attached is a list of SES providers servicing our geographical area.

**Need Help Deciding?**

When choosing a tutoring program that meets the needs of your child, you may want to consider the following:

- What subject does my child need tutoring in: Math, Reading/Language Arts, and/or Science?
- What type of instruction will the tutor use (small group, one-on-one, or the computer)?
- When and where will the tutoring take place (at school, at home, or at a community center)?
- Is transportation available to and from the location where the tutoring will take place?
- How often and for how many total hours will my child be tutored?
- What are the tutors' qualifications?
- Can the tutor help if my child has a learning disability or is learning English?

### **SES Sign-up!**

Call: [Insert district and/or campus contact person name and telephone number]

E-mail: [Insert district and/or campus SES e-mail/mail box address]

Stop by: [Insert the name and address of building, include hours of operation]

Mail: [Insert the mailing address, include contact person/attention line]

Visit: [Insert the district's and/or campus' website]

### **SES Sign-up Dates:**

[Insert start and end date of enrollment period or insert "Open Enrollment" if applicable]

### **SES Questions?**

[Insert the name and contact information for SES district contact]

Sincerely,

[Insert name of district official]

Enclosures: Provider Service Area Spreadsheet

Providers' One-Page Summaries  
SES State Enrollment Form (in applicable language)