

2015-2016 SES Providers Activities Timeline

Requirements Revised 1.22.16

TASKS*	DUE DATES*	
Provider attends Mandatory Meeting	January 22, 2016	
Provider signs SES Master Contract and submits all insurance and reporting documentation (see checklist)	January 29, 2016	
Provider signs Individual Service Agreement (ISA) Based on initial student enrollment and 2015/16 PPA (Per Pupil Rate) of \$986.01	January 29, 2016	
SES Interest Form Applications distributed to students and post SES Parent Information Brochure on District website	October, 2015 February, 2016	
ENROLLMENT PERIOD February 1– 12, 2016		
SES Applications distributed to identified priority students	January 22, 2016	
Due date for Student Applications	February 2, 2016	
Send 1st Student Lists to providers	February 2-5, 2016	
Provider contacts Parents on the Student Lists to complete registration and assess students, within 20 days of receiving the student lists.	February 8-12, 2016	
Student Learning Plan (SLP) due date for students on Student Lists	February 8-19, 2016	
Tutoring begins for 1st Student Lists	February 22, 2016	
Master Contract amendments – based on actual PPA and final Student Lists	March 2, 2016	
Provider must submit invoices to LAS/Teejay Bersola within 30 days after the attendance period for services.	See Attachment 10 for Submission Due Dates	
Provider submits SES Progress/Attendance Reports for each student to parents, school, and with invoice each month.	February 2016- June 2016	
END OF TUTORING SERVICES BY ALL PROVIDERS	June 1, 2016	
PROVIDERS MUST SUBMIT LAST INVOICE AND SUPPORTING DOCUMENTS BY THE LAST DAY OF SCHOOL YEAR.	June 20, 2016	

*The Language Academy of Sacramento reserves the right to make changes to the tasks and due dates as necessary. It is the responsibility of the providers to periodically check the LAS SES website: <http://www.language-academy-sac.com/> and emails for notices.

Provider's Name

Signature

Date