



To: District and Charter Administrators, Tutoring Providers
From: Ebony McKinney, State Tutoring Coordinator
Date: August 16, 2024
Subject: FY25 State Tutoring Program Announcement

Welcome to the 2025 State Tutoring program!

Tutoring Dates: Sept. 9th – May 9th, 2025

In accordance with § A.R.S. 15-241 (F): The ADE State Tutoring fund represents the program available to **all** pupils in a school assigned a letter grade of D or F. If the LEA chooses not to offer a site-based program, then parents or guardians of pupils attending a school assigned a letter grade of D or F may select a tutoring program in Math/ELA from an approved provider.

The following announcement and eligible schools list reflect our efforts for continual academic improvement and appropriate fiscal management.

Student Eligibility	<ul style="list-style-type: none"> Students attending a school with a D or F letter grade according to the accountability system as determined by the AZ State Board of Education.
Tutoring Hours/Group Size	<ul style="list-style-type: none"> Maximum <u>group</u> size of 5 students to 1 tutor; Minimum group size of 3 students to 1 tutor A tutor can work with an unlimited <u>total</u> number of students. 1 to 1 tutoring is not permissible for this grant.
Tutor Qualifications	<ul style="list-style-type: none"> Providers should use the Tutor Verification form as a guide to determine if each tutor is appropriately certified/qualified.
Pay Rate	<ul style="list-style-type: none"> All tutors are paid at the rate of \$60* per hour, MINUS benefits. <i>Medical is not taken out of the benefits for State Tutoring pay.</i>
Coordinators	<ul style="list-style-type: none"> A Teacher- coordinator works with an approved vendor to organize, implement, support, and execute the tutoring program in accordance with the grant requirements. Uploads Upload required documents into EMAC for the LEA. The stipend for coordinators is \$800 per semester, MINUS district benefits. <i>Medical is not taken out of the benefits for State Tutoring pay.</i> <p><i>*Benefit rates will vary from LEA to LEA as the actual take home rate will vary.</i></p>
On-site outside providers	<ul style="list-style-type: none"> If a parent is dissatisfied, he/she can change programs. The new tutor must complete another Certificate of Supplemental Instruction (parent-tutor agreement) and notify the on-site program coordinator.

Supplemental Programs – Scheduling Tutoring	<ul style="list-style-type: none"> • The State Tutoring Program may not supplant regular instruction. • Examples of supplemental programs are those after school, before school, supplemental Fridays, intersession, or any pullouts that do not remove students from core content area classes. 		
Students <u>cannot</u> be pulled from these core content areas to attend tutoring:			
American Government	Economics	Math Interventions	Reading
Art	English	Music	Reading Interventions
Biology	Foreign Language	Performing Arts	SEI Classroom
Chemistry	General/Physical Science	Physical Education	Social Studies
CTE Classes	Geography	Physics	SPED
Earth & Physical Sciences	Mathematics	Political Science	Visual Arts
Accountability	<ul style="list-style-type: none"> • Completed Certificates of Supplemental Instruction (CSI) are required as the agreement between the tutor and the parent. • The CSI must be completed 2 twice during the school year. • The tutor will provide evidence of academic progress related to the identified standards via Focal Point Assessment. • The State Tutoring Fund online system (ADEConnect) is used by tutors to register students and enter session information. • <i>ADE uses this information to calculate actual amounts to reimburse the district/charter holder so that individual tutors can be paid.</i> • <i>The State Board of Education may remove a tutor if his/her students fail to meet the stated level of academic improvement (§A.R.S. 15-241) stated in the Certificate of Supplemental Instruction.</i> • Providers must ensure that documentation is uploaded into EMAC for monitoring which includes: <ul style="list-style-type: none"> ○ signed Certificates of Supplemental Instruction ○ attendance records that cover session dates, duration, and students present (i.e., sign-in sheets) ○ Tutor Verification Form for all tutors. (i.e., transcripts, certificates) ○ evidence of academic progress related to the identified standards. 		
Grant Process	<ol style="list-style-type: none"> 1) Complete the State Tutoring Budget worksheet found on the State Tutoring website. This will act as your ‘calculator’ to determine your net total hours available for tutoring. 2) The LEA Teacher Coordinator will upload the budget worksheet to EMAC. <i>Benefit amounts are not to include medical.</i> Only salaries and benefits (without medical) are allowable costs. 3) A completion report should be completed by August 8, 2025. 		

Resources

All forms, including the Tutor Verification Form, the Certificate of Supplemental Instruction, the list of outside providers, and the eligible school list, can be found at: <https://www.azed.gov/state-tutoring/>.

Outside Providers

- Outside approved providers are posted on the ADE website. <http://www.azed.gov/state-tutoring/approved-tutors/>.
- **Tutors who register with outside providers cannot simultaneously register and tutor for an LEA (or vice versa).** *If a tutor changes employment with another vendor, the tutor must notify ADE state tutoring staff, and both vendors indicate start and end dates with both companies. The old login will be terminated, and a new login will be created.*
- The relationship between the school/LEA should be the following:
 - If a school/LEA chooses not to participate in the State Tutoring Program, it is under no obligation to advertise for providers.
 - If a school/LEA does participate in the State Tutoring Program, they must inform parents about the availability of approved providers in the area.
- **The parent is responsible for contacting an outside provider.**
 - The Certificate of Supplemental Instruction authorizes the release of a student's records. Schools/LEAs shall not release names or other information about eligible students to providers without a signed Certificate of Supplemental Instruction.
 - **Parent signature and contact information is required on all Certificate of Supplemental Instructions.**
 - We will not accept staff initials in place of parental permission.

State Tutoring Contact Information:

statetutor@azed.gov