

Tips for Completing A Successful Application For Supplemental Educational Services

Preparation

- Prepare your narrative responses in a word processing program, complete the answers, check the spelling, then copy and paste the answers in the web-based application.
- Answer the questions completely. Do not provide more information than is requested.
- The answers should be clear and concise and only address the information requested in the question.
- Have someone unfamiliar with your program review your responses using the rubric.
- Research the districts you wish to serve. Make sure you understand the academic needs of the students in the district and the district's policies regarding fingerprinting, insurance requirements, contracting with teachers as tutors, facility space, etc. These policies will be available on the Department's website after January 17, 2011 at:
<https://app1.fldoe.org/DistrictPolicySES/publicsearch/Default.aspx>.

Online Application Requirements

- Register a username and password on the online application system that you can remember. Write your username and password down and keep it in a safe place.
- Enter a response for each required question in the text box provided. Make sure you receive the confirmation, "data saved successfully" before exiting the online system.
- Once you click submit, make sure you receive the confirmation, "application submitted" on the main menu. Print a copy of the application and the confirmation for your files.

Hard-Copy Documentation Requirements

- Use the checklist and alphabetized cover pages provided in the Word version of the application. Submit a complete and organized package to the Department.
- Submit the hard-copy documentation requirements in advance of the deadline. Request a tracking number of the package, if possible.