



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234**  
Office of P-12 Education

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Office of Accountability  
Title I School & Community Services  
Room 365 EBA  
Albany, New York 12234  
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August 2013

Dear New York State SES Provider:

The New York State Education Department Title I: Supplemental Education Services is accepting submission of lesson plans from SES providers for the purposes of having them reviewed and approved as being aligned to the Common Core State Standards. SES providers are requested to inform the NYSED of their intent to apply/not apply upon receipt of this notice (Please see the Intent to Re-Apply Form in this packet). The Intent to Re-Apply Form is to be returned in a separate mailing, which needs to be post marked no later than August 23, 2013. The actual submission of required re-application materials is due at a later date – August 30, 2013. Completed applications will be reviewed on a rolling basis based on the date of submission. Incomplete applications will not be reviewed.

Currently approved SES providers are permitted to use their existing NYSED approved program until December 31, 2013 or until they are notified of their approval or disapproval.

The review process will be conducted by RMC Research Corporation and will utilize the Tri-State Quality Review Rubric for Math, the Tri-State Quality Review Rubric for ELA/Literacy for Grades 3-5 and Grades 6-12, and the EQUiP Rubric for ELA/Literacy Grades K-2, all developed under the facilitation of Achieve as a collaborative effort of the State Education Departments of New York, Massachusetts and Rhode Island. A completed application will be reviewed and scored independently by two content area professionals. Each submitted lesson plan will receive a rating based on the four dimensions of the rubric (I. Alignment to the Depth of the CCSS, II. Key Shifts in the CCSS, III. Instructional Supports and IV. Assessment). As such, all supplemental materials (tools identified, strategies identified, assessments) addressed by the lesson plan must also be attached. The following protocol will be used to determine the alignment of the submitted lesson plans to the Common Core State Standards:

- Materials will be evaluated grade-level by grade-level to ascertain how well each of the lesson plans aligns with the four dimensions of its appropriate grade level/content area rubric.
- The 0-3 scoring guide that appears at the bottom of the rubric will be used by the RMC evaluators to assign a score for each dimension.
- In each dimension, lessons may receive a score from 0-3 which should result in a range of scores equaling 0-12 for that lesson. For each three lesson plan packet, the score should range from 0 - 36. In order to be considered in alignment, a vendor must receive a composite score for the packet of at least 24. Additional conditions that must be met include:
  - All dimensions must be represented in the score aggregate
  - No dimension can receive an overall composite score of less than 1

Applicants are encouraged to submit lesson plans and all supporting attachments for the grade levels and content areas *for which they have been actively providing services*. Submission for any one grade level and content area will require 3 distinct lesson plans and their supporting attachments. Submissions should include 3 hard copies of all materials for each grade level and content area to be reviewed including the appropriate submission cover sheet.

Please find attached to this letter the following documents:

1. Intent to Re-Apply Form
2. Directions for Submission of Materials
3. Submission Cover Sheet: Identification of Lesson Plan Packets for All Content Areas and Grade Levels
4. Cover Sheet: Individual Content Area and Grade Level Packet
5. Tri-State Quality Review Rubric for Math
6. Tri-State Quality Review Rubric ELA/Literacy (Grades 3-5) and ELA (Grades 6-12)
7. EQUIP Rubric for ELA/Literacy Grades K-2

Finally, please be reminded that application materials are due by August 30, 2013