STAR/Cross-age Tutoring Materials Reimbursement

Student Tutoring Achievement for Reading (STAR) is a tutoring program for children who struggle with reading. The mission of the STAR program is to provide students who are reading below grade level with additional reading practice.

The Utah State Office of Education (USOE) is providing a $500.00 STAR/Cross-age Materials Reimbursement (as funds permit) to public and charter schools for the purchase of leveled texts to support students in improving their reading skills.

STAR/Cross-age Materials Reimbursement Process

1. The school literacy coach or STAR coordinator should send the application to USOE before Nov. 30th (see below). Since funds are limited, early application is encouraged.
2. Fill out the application form and the STAR 1st Accountability Report (see attached) using DIBELS Language Arts Oral Reading Fluency (ORF) score or DRA score.
3. Download and attach your **proposed book order** to the application. **Do not** order books until you receive an e-mail from STAR tutoring specialist Sue Okroy stating that your application has been approved.
4. After receiving approval through the USOE, you may order leveled books, single titles only, from the Approved Publisher List.
   http://www.schools.utah.gov/CURR/star/STAR-Program.aspx.
5. **No other school supplies will be covered by this reimbursement.**
6. **Principals/Directors are responsible to pay up front for the total amount of the book order.** The USOE will reimburse the district/charter school in an amount up to, but not exceeding $500.00.
7. Principals will contact the district office for reimbursement. Charter schools will receive the reimbursement directly.
8. After receiving approval, the school agrees to implement the STAR/Cross-age tutoring program with fidelity.
9. USOE will contact the STAR Coordinator to schedule site visits periodically throughout the year.

Before November 30th, mail, e-mail, or fax the following:

- The completed application
- Your **proposed** book order
- The STAR 1st Accountability Report to:

  Utah State Office of Education
  Attn: Sue Okroy
  250 East 500 South
  PO Box 144200
  Salt Lake City, UT 84114-4200
  Or Fax to: 801-538-7769
  Phone: 801-538-7765

STAR/Cross-age Tutoring Materials Reimbursement Application
Application Due Date: Before Nov. 30, 20__

Please indicate if this application is for STAR or Cross-age materials: ☐**STAR** ☐**Cross-age**

Applying School: _____District (if applicable): _____

Application Date: _____ Principal: _____

STAR or Cross-age Coordinator: _____

Coordinator E-mail: _____ Coord. Phone : _____

Please check the boxes below to indicate compliance with the following requirements:

- ☐ Individual students are pre-assessed and post-assessed for placement and progress reporting. Accountability reports reflecting these assessments are to be included with the reimbursement application, due before November 30th and before the conclusion of the school year (approximately the middle of May).
- ☐ The school has a designated space for tutoring and storage of books/materials.
- ☐ The school has an on-site certified STAR and/or Cross-age Coordinator.
- ☐ Students will receive a minimum of two 30-minute sessions per week.
- ☐ The coordinator attended new certification training provided by the USOE.
- ☐ The Coordinator provided training for new tutors.
- ☐ List the names of those who attended training, their training date, and location.

  _____
  _____
  _____
  _____

Principal's agreement of STAR/Cross-age implementation and maintenance

I verify that the STAR or Cross-age tutoring program(s) will be implemented with fidelity. I understand that if STAR tutoring is not implemented and maintained throughout the year, the school will repay the $500.00 Materials Reimbursement to the Utah State Office of Education.

_____ _____

Principal's Signature Date

STAR 1st Accountability Report Instructions

This report must be typed in the Excel spreadsheet found on the STAR website (link provided below). After entering the report in Excel, print and attach the report to the reimbursement application. Please do not fill in the report by hand. Do not enter kindergarten students' scores, and use first graders Jan. DIBELS ORF score. Leave the DIBELS ORF score blank for first graders.

http://www.schools.utah.gov/CURR/star/Reimbursement-Application.aspx

Instructions by Column:

Classroom Teacher: Enter the name of the student's teacher on every row student data is entered.

Use Student ID # or first name only: Enter only a student name or that student's ID number. The ID number may be an existing ID number or numbers starting from 1 (e.g., 1, 2, 3, etc.) If there are two students with the same name, you may add their last initial. DO NOT submit any full student names.

Grade: Enter a grade level between 1 and 12. Do not use any leading zeroes (e.g., 01 or 02). Allowable grade level figures include the following: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12.

of 30 Minute Sessions: Enter a number between 0 and the number of sessions . Do not use any leading zeroes (e.g., 01 or 02). Do not use any letter, symbol, or any combination of letters, symbols, or numbers. If no sessions were given, enter 0.

Fall DIBELS ORF: Enter a number indicating the student's words-per-minute score. Do not use any leading zeroes (e.g., 01 or 02). Do not use any letter, symbol, or any combination of letters, symbols, or numbers. Do not enter kindergarten students' scores, and use first graders Jan. DIBELS ORF score. Please leave the DIBELS ORF score blank for first graders.

Beg Reading Level: Enter a single letter indicating the student's words-per-minute score. Do not use any symbol, number, or any combination of letters, symbols, or numbers. Allowable scores include the following: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, Y, X, Z.

After your book order arrives:

1. Fill out the *STAR Reimbursement Request Form* (see below), attach your proof of payment, and send a copy to the USOE (see address below).
2. After receiving your proof of payment, the USOE will transfer funds to the district office/charter school (this usually occurs in the spring).
3. The principal will contact the district business administrator to have funds transferred from the district.

Spring STAR 2nd Accountability Report

1. STAR coordinators will be e-mailed the STAR 2nd Accountability Report approximately in the middle of April.
2. The literacy coach or STAR coordinator is responsible to e-mail the completed STAR 2nd Accountability Report to Sue Okroy, susan.okroy@schools.utah.gov, after completion of the spring post-assessment DIBELS Language Arts Composite score or DRA.

Reimbursement Request Form

After your books arrive, fill out this form and attach a copy of your proof of payment.

Send to the address below.

District: _____

Applying School: _____

School Address: _____

_____

City: _____ Zip Code: _____

School Telephone: _____

Send to:

Utah State Office of Education
Attn: Sue Okroy
250 East 500 South
PO Box 144200
Salt Lake City, Utah 84114-4200

You may also email or fax the information to:

Email: susan.okroy@schools.utah.gov Fax: 801-538-7769