STAR K-6 Tutoring Materials Reimbursement Application

September 1, 20____ through April 30, 20____

Applying School _____ District _____

School Principal _____

STAR Coordinator _____

STAR Coordinator E-mail _____ School Phone _____

Instructions for Materials Reimbursement:

Check boxes to indicate compliance with the following requirements:

- ☐ Individual students are pre-assessed and post-assessed, for placement and progress reporting. (See attached Accountability Reports, submitted, to the USOE, Attn: Sue Okroy, twice a year, November 15 and the middle of May.
- ☐ The school has an on-site school **STAR** Coordinator.
- ☐ The school has at least one certified **STAR** Trainer.
- ☐ Students will receive a minimum of two; thirty minute sessions per week.
- ☐ Attended certification training for **STAR** Coordinators provided by the USOE.
- ☐ The Star Coordinator provided training for new tutors.
- ☐ List the names of those who attended training. Include **date** and **location** of training:

  _____

  _____
- ☐ The school has a space for a **STAR** Tutoring Center (books and materials storage) and a designed space for tutoring.

District site visits will be scheduled with USOE on an annual basis, check with your District Literacy Specialist for an upcoming annual site visit.

The purpose of the **STAR** Materials Reimbursement is to provide essential leveled texts required to implement and administer the **STAR** Program. **Purchases of other school items will not qualify under the Materials Reimbursement.**

Qualifying schools may order **leveled books, one of each title, from the STAR Approved Publisher list.** The website for the approved publisher list is: http://www.schools.utah.gov/curr/Star/default.htm. This brings up the **STAR/Cross-age** Homepage. You will find the order form by clicking on "Approved Publishers," then look at the list under "**STAR** Program" and click on the publisher for a book list and order form.

The school is responsible to pay up front for the total amount of the book order. The Utah State Office of Education will reimburse the school up to $500.00. The maximum amount of $500.00 is all the school may receive for a book order per year; **as funds are available**.

The Principal is responsible to contact the district office for reimbursement of funds. This process takes between six to eight weeks.

☐ Complete the attached proposal to purchase **STAR** materials. Please attach the typed proposal with this application (see pages 3-4).

Agreement of STAR implementation and maintenance:

I, _____, verify that the **STAR** Tutorial will
Principal
be implemented with fidelity at _____. I
School
understand that if **STAR** is not implemented and maintained throughout the year, the school will repay the $500.00 **STAR** Materials Reimbursement..

Signed: _____
Principal's Signature

Proposal for **STAR** Materials Reimbursement

Name (s) of teacher (s) involved with **STAR:**

_____ _____

_____ _____

_____ _____

_____ _____

Number of all students receiving **STAR** Tutoring: _____

Number of **STAR** sessions each student will receive on average: _____

List **STAR** volunteers:

Name _____ Name _____

Name _____ Name _____

Name _____ Name _____

Name _____ Name _____

Before you order books, the following must be done:

1. *Submit the **STAR Tutoring Materials Reimbursement Application** with **proposed** leveled book order.*
2. *You must receive an email or telephone call from Sue Okroy approving your application **before** you can order books*
3. *The **First Accountability Report** must be submitted with this application before you can place your book order.*

Download and attach the **STAR** Tutoring book order form from the website. The website for the approved publishers list is: http://www.schools.utah.gov/curr/Star/default.htm. This address brings up the **STAR/Cross-age** Homepage. You will find the order form by clicking on "Approved Publishers," then look at the list under "**STAR** Program," and click on the publisher for a book list and order form. The $500.00 **STAR** Materials Reimbursement specifies only individual book titles will be accepted. **No school supplies will be covered by this Reimbursement.**

Please attach a separate sheet of paper with your typed school objectives for the **STAR** Tutoring Program or write them on the space provided below. There are many Educational Objectives for struggling readers. The objectives you select need to reflect the Utah State Elementary Language Arts Core Curriculum.

STAR Tutoring Materials Reimbursement Application

September 1, 20____ through April 30, 20____

STAR Reimbursement Request Form

- **<u>After book orders have arrived:</u>**
- **Attach a copy of the proof of payment along with this STAR Tutoring Reimbursement Request Form.**
- **Send Reimbursement Request Form to the address listed below.**

Utah State office of Education
Attention: Sue Okroy
250 East 500 South
P. O. Box 144200
Salt Lake City, Utah 84114-4200
Phone Number: 801-538-7765
Fax Number: 801-538-7769

Applying School: _____

District: _____

Address: _____

_____

_____ Zip: _____

Telephone: _____

_____	_____	_____	_____
Principal's Signature	Date	STAR Coordinator's Signature	Date

_____	_____
Principal's Name Printed	STAR Coordinator's Name Printed

STAR Tutoring Materials Reimbursement Application
September 1, 20____ through April 30, 20____

STAR Materials Reimbursement Check-off Sheet

Detach and keep this Check-off Sheet for your school records.

1. ☐ Before December 31, 20____ send the first **four pages** of the **STAR** Tutoring Materials Reimbursement Application and the **STAR First Accountability Report** to:

   Utah State Office of Education
   Attention: Sue Okroy
   250 East 500 South
   P.O. Box 144200
   Salt Lake City, Utah 84114-4200
   or
   Fax to: **801-538-7769**

2. ☐ **Before ordering books,** Sue Okroy will need to confirm the proposed leveled book order by telephone or email.

   ☐ **After the book order arrives**, send page five, which is the **STAR Reimbursement Request Form along with a copy of the proof of purchase to Sue Okroy at the address, listed above.**

3. ☐ The **Principal** contacts their School District Business Administrator; to request the reimbursement funds.

4. ☐ Send in the **Second STAR Accountability Report** after post-assessment is completed, approximately the middle of May.

USOE STAR Program
First Accountability Report (see back)

The STAR Accountability Report provides the Utah State Office of Education, School Districts, and Local Schools with evidence of program implementation and progress. In order to receive the STAR Materials Reimbursement and training support from the USOE, this report must be completed and submitted **two** times during the year.

School _____ District _____

School Principal _____ School Principal's E-mail _____

School STAR Coordinator _____ STAR Coordinator's E-mail _____

Number of Teachers Involved with STAR _____ Number of STAR Volunteers _____

Number of Students Participating in STAR _____

Number of 30-minute STAR Sessions each Student Received _____ (on average)

Submit Accountability Report **two** times during the school year to Sue Okroy on or before the following dates:
November 14, 20___ and May 19, 20___*

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

*CRT data may delay the end-of-year report for those schools where CRT's are the only administered reading assessment available.

First USOE STAR Program Accountability Report Form

(Provide additional grids as needed)

Assessment (i.e. TPRI, CRT*, DIBELS, running record) _____ Pre-test Date _____

Classroom Teacher	Student	Tutor	Pre-test Score / Grade Level

I, _____, verify that the STAR Program has been implemented with fidelity at
Principal's Name

_____. I understand that if the STAR Tutoring Program is not maintained throughout the
School Name

20____ - 20____ school year, the school will repay the $500.00 STAR Materials Grant.

Date of Report Submission _____

Principal's Signature _____ STAR Coordinator's Signature _____

USOE STAR Program
Second Accountability Report

Submit this form after completion of End of Level Testing
Approximately the middle of May

The STAR Accountability Report provides the Utah State Office of Education, School Districts, and Local Schools with evidence of program implementation and progress. In order to receive the STAR Materials Reimbursement and training support from the USOE, this report must be completed and submitted **two** times during the year.

School _____ District _____

School Principal _____ School Principal's E-mail _____

School STAR Coordinator _____ STAR Coordinator's E-mail _____

Number of Teachers Involved with STAR _____ Number of STAR Volunteers _____

Number of Students Participating in STAR _____

Number of 30-minute STAR Sessions each Student Received _____ (on average)

Submit Accountability Report **two** times during the school year to Sue Okroy on or before the following dates:
November 14, 20___ and May 19, 20___*

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

*CRT data may delay the end-of-year report for those schools where CRT's are the only administered reading assessment available.

Second USOE STAR Program Accountability Report Form

(Provide additional grids as needed)

Assessment (i.e. TPRI, CRT*, DIBELS, running record) _____ Pre-test Date _____ Post–test Date _____

Classroom Teacher	Student	Tutor	# of 30 Min. STAR Sessions/yr	Pre-test Score / Grade Level	Post-test Score / Grade Level

I, _____, verify that the STAR Program has been implemented with fidelity at
Principal's Name

_____. I understand that if the STAR Tutoring Program is not maintained throughout the
School Name

20____ - 20____ school year, the school will repay the $500.00 STAR Materials Reimbursement.

Date of Report Submission _____

Principal's Signature _____ STAR Coordinator's Signature _____