

SES Provider Checklist

District Obligations:

- _____ District sent a copy of SES Contract.
- _____ District provided access to required SES forms.
- _____ District provided student contact information.
- _____ District provided student academic and performance information.
- _____ District informed provider of district policies and training on use of district SES forms.
- _____ District invited provider to Provider Fair.

SES Provider Obligations:

- _____ Returned completed and signed SES contract.
- _____ Attended Provider Fair (Optional)
- _____ Received training on required SES forms.
Phone _____ Other _____
- _____ Insurance: Commercial General Liability Coverage
Worker Compensation Insurance
Auto Liability _____ -not required
Error and Omissions
Professional Liability Insurance
Evidence of Insurance Coverage:
 - Confirmation of deductibles for each policy and coverage
 - Copy of additional insured endorsement
 - Copy of the endorsement providing 30 days notice to the district for cancellation, non-renewal or major coverage change
 - Copy of endorsement providing waiver of subrogation.
- _____ Provide an SES Tutor Training Log, Handout for SES Tutors, School District Code of Professional Conduct & Ethics Regarding SES
- _____ All tutors have passed fingerprint/background check and provided a copy of their driver's license
- _____ All tutors have ID badges. District ID badges if providing services on school campus or company ID badges if providing services off school campus. Does not apply to distance learning providers.
- _____ Returned Facilities Use Form/Facilities Fees Form (Optional)
- _____ W9 Form

Provider Name: _____

Completed by: _____

Date: _____