

SAMPLE Process for Contacting Families and Enrolling Students in Project SMART

Recruiters and/or other MEP staff should identify students that will qualify for the Project SMART program. Students qualify for these services if the following apply:

- They are in Kindergarten through eighth grade;
- They have an eligible QAD as of the first day summer services begin; and
- They are not going to be required to attend a district summer school program.*

Between the months of February and March, recruiters should schedule a face-to-face meeting** with the parent or guardian of each eligible family and review the content of the appropriate MEP Summer Program Parent Contract (home-based or center-based). During this conversation, the recruiter will complete the form for the parent, indicating whether services were accepted or denied.

- Parents/Guardians who accept Project SMART home-based services may be asked to sign the contract to ensure they understand the commitment made when agreeing to accept services. The parents should also be provided a copy of the contract they signed. Districts may choose to print this document on NCR paper to streamline the process of leaving a copy with the parent. Refer to the sample [MEP Home-based Summer Program Parent Contract](#).
- Parents/Guardians who accept Project SMART center-based services may be asked to sign the contract to ensure they understand the commitment made when agreeing to accept services. The parents should also be provided a copy of the contract they signed. Districts may choose to print this document on NCR paper to streamline the process of leaving a copy with the parent. Refer to the sample [MEP Center-based Summer Program Parent Contract](#).

Completed and signed forms should be turned in to the designated MEP staff member.

Parents who deny Project SMART services may contact the MEP prior to the first date of services if they change their mind and decide to accept services.

Once all forms have been received, MEP staff will create the teacher rosters for the home- and center-based teachers. These rosters will be used to track attendance in the program and will be turned in to the NGS Data Specialist so that enrollment and withdrawal dates may be encoded into NGS.

* Students required to attend a regular summer school program may also participate in the Project SMART program for part of the day if this arrangement will best meet the students' individual needs. MEP staff must ensure collaboration and cooperation by the instructors for both programs.

** A phone conference may be used to obtain permission if a face-to-face meeting is not possible. In this case, the recruiter must complete the verbal permission section of the form since no signature will be obtained.