

Private School Equitable Services Request Form

Description

The Equitable Services Request Form is for private schools to request professional development that meets the purpose of Title as described in ESEA Sec. 2103(b)(3)(H)-(L).

Private School Contact Information

Name of School: _____ Date of Request: _____

Requestor Name: _____

Requestor Email: _____ Requestor Phone: _____

Submitting a Request

Email this request to _____ **four weeks prior to any deadlines.** If more room is needed, please indicate this and attach a page with the information.

1. Name of activity/expenditure _____

2. Source/Vendor _____

3. Website (if any) _____

4. Date(s): _____

5. Cost: _____

6. Describe the requested professional development. Attach training agenda or outline.

7. List Title II, Part A funded participant names and roles/positions



Compliance Check

Please indicate **Yes** or **No** to each of the following:

1) Is this professional development or training required by local, state, or federal requirements, collective bargaining agreements, or other employment contracts?	
2) Is professional development sustained (takes place over at least four days), intensive, collaborative, job-embedded, data driven, and classroom focused?	
3) Are Title IIA funds being used for online subscription to a professional development database that contains content that is not 100% secular, neutral, and non-ideological?	
4) Describe how this professional development is secular, neutral, and non-ideological:	
5) Only provide one outcome. As a result of this professional development, the amount of student meeting state standards will increase by:	
the number of fully certified, in field teachers at the private school will increase by:	

IMPORTANT: At the end of the school year there will be a required annual evaluation of how effective the funded actions and activities have been in increasing student achievement, directly tied to a measurable outcome, and how professional learning was sustained.

Payment Information

Title II, Part A funds must be paid directly to vendor/source and to teachers, including substitutes. **No funds may pass through the private school.**

Requested Activities	Requested Amount	Requested Activities	Requested Amount
Conference Registration		Stipend for teachers to attend PD outside of contracted day	
Travel Per Diem		Stipend for teachers to provide PD	
Mileage		Contractor providing PD	
Airfare		Other	

Attach the following information as applicable:

*Vendor Quotes

*Purchase Order

*Teacher Name

*Teacher email

*Links

*Draft Contracts

*Teacher SSN

*Teacher phone #

*Teacher DOB

*Teacher Address