



Copper River School District

Home Education Program

P.O. Box 108

Glennallen, Alaska 99588

1-888-822-3234 Fax 907-822-5933

Web Address: www.upstreamlearning.org

Instructors: Please read. You do not need to mail this page in.

Enclosed are student activity forms for _____ who is a student in the Copper River School District (CRSD) Correspondence Program and receiving instruction from you in the area of _____.

Please fill out the evaluation form **completely** and return it to CRSD **by mail not by fax**. Upon receipt it will be submitted for approval, then invoiced and processed for payment. If there should be any problems with approval, someone will notify you right away. You may send your bills in advance of lessons and as infrequent as possible so as to minimize paperwork.

The purchase and/or rental of equipment, uniforms or instruments is the responsibility of the parent, please do not include this in your billing.

No religious materials or instruction may be purchased with these funds.

CRSD pays for up to 9 months of instruction in a school year or until the student=s funding runs out, whichever comes first. It is the parent=s responsibility to be knowledgeable of funding available.

CRSD would appreciate you sending us a grade and attendance record at the end of each session. We are including a form to use for this. It is our advice that the parent keeps this form and brings it to you at the end of the session.

Please fill out the W-9. This only needs to be done once unless you have a change of address or information. CRSD must have this before payment can be made. If CRSD pays you more than \$600.00 in a calendar year, you will receive a 1099 in January stating the amount.

CRSD appreciates being able to work with you directly for this student rather than reimbursing the parent for your services.

If you have any questions, you may call me anytime during the week between 8:00am and 3:30pm.

Thank you,

Lanette Phillips
Administrative Assistant

Revised 1/2010