

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

Dear Parents and Guardians:

Copper River School District (CRSD) Correspondence Program is interested in providing a well rounded education for your child and pleased to enclose the activity forms you requested. All activities are subject to pre-approval. Once approval has been granted, take the forms to your instructor to fill out.

Page:

1. Instructions for the instructor.
2. Student Activity Course Evaluation used for billing CRSD.
3. Student Activity Course Grade sheet used to grade your student at the end of the session (you are responsible to see that this gets done and sent in along with required practice log).
4. W-9 for the instructor to complete.

Under State regulation, the limit allowed for Art, Music, or PE collectively is 15% of the Base Student Allocation. You may contact the office to get an actual figure since it changes according to state funding. If billing should go beyond this limit, the parent is responsible for the remainder of the bill.

You may make copies of these forms if need be. All activities are subject to pre-approval by the Superintendent. You may choose only one field of study in a subject area. CRSD will pay for no more than 9 months of instruction for one school year, July through June, in each subject or until the student funding runs out, whichever comes first. Religious material or instruction may not be purchased with these funds. Purchase or rental of equipment, uniforms or instruments is your responsibility; we do not cover these costs. If your instructor is certificated, a copy of the certificate would be greatly appreciated. We need the evaluation and W-9 turned in together and then the grade sheet at the end, please remind the instructor. The W-9 only needs to be filled out once per person. **Be sure these forms are filled out completely! Please mail all forms. Do not fax.**

Please note that a W-9 must be on file before a check can be issued, preferably to the instructor. It only needs to be filled out once unless there is a change of information, be sure the instructor signs it.

All bills and receipts should be turned in as soon as possible however they must be turned in by May 15th for activities taking place during this school year.

Upon completion of each session you will need to turn in a grade sheet along with a lesson log and practice log or any paperwork showing progress.

Sincerely,

Lanette Phillips
Administrative Assistant

1/2010