

LOS ANGELES UNIFIED SCHOOL DISTRICT

Inter-Office Correspondence

Kindergarten Cohort:
(circle) I II III IV

**Title III ELD Practicum
Budget Request Form**

Attachment G

School Site 3-Day Training for Kindergarten Teachers

School Name: _____ Cost Center: _____ Local District: _____

School Contact Person: _____ Telephone: () _____

Training Dates: _____ Fax: () _____

In Table 1, list all Kindergarten teachers in the following programs: Structured English Immersion, Basic Bilingual, and Dual Language, who participated in the School Site 3-Day Training for Kindergarten Teachers. Each teacher will receive: (1) three sub days if on-track or (2) three days at contract rate (formerly tenthly rate) if off-track. This form may be duplicated if necessary.

(Note: Please include names of school ELD trainer(s) and the Kindergarten demo teacher in Table 2 below. Do not list in both tables.)

TABLE 1	Last Name	First Name	Person ID (Employee Number)	On-Track	Off-Track
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

In Table 2, list: (1) all school ELD trainers conducting the training and (2) the Kindergarten demo teacher. Each school ELD trainer and assisting Kindergarten demo teacher will receive the following compensation: a total of 8 hours at \$25/hr to prepare materials and content and three sub days (or three days at contract rate, formerly tenthly rate), if eligible.

TABLE 2	Last Name	First Name	Title (EL Coordinator, Part-time EL Coord./Teacher, or Teacher)	Person ID	On-Track	Off-Track
1						
2						
3						

To receive funds to pay for the above school ELD trainer(s), Kindergarten demo teacher, and participating Kindergarten teachers, the school ELD trainer must do the following immediately after the training:

- | | |
|---|---|
| 1) complete this budget form- write legibly, | 4) fax all items to his/her Local District (LD) EL Program Coordinator for approval, and |
| 2) attach the Sign-in Roster to verify attendance, | 5) provide a copy of this completed form to his/her school administrative assistant or time reporter. |
| 3) attach the Kindergarten teachers' EL Monitoring Rosters, | |

Once approved by the LD EL Program Coordinator, he/she shall fax all documents to the Language Acquisition Branch (LAB), Attn.: Henry Vidrio. Upon receipt, LAB will fax an Authorization for Extra Pay, which will include the funding code, to the school principal and school administrative assistant. Be advised that the timing for receiving authorization for payments will depend on how soon all completed paperwork is received by LAB. If you have any questions or concerns, contact your LD EL Program Coordinator.

Approved by: _____ **LD EL Program Coordinator** _____ **Date** _____