

I. Submission Instructions

Applicants must respond to each question/item in each section of the application. Incomplete applications will not be considered.



Electronic Application Process

Applicants are **strongly encouraged** to complete the application online:

Electronic applications must be submitted on or before **Friday, April 20, 2007**.

All required attachments must be postmarked on or before **Friday, April 20, 2007**.

There will be NO exceptions made to the application deadline.

Applications that are not submitted electronically must meet all of the following criteria in order to be considered:

1. The entire application should be typewritten or computer processed in 12 point font and printed/copied on standard white, 8½" x 11" paper. **Handwritten applications will not be considered.**
2. The application must be submitted via USPS Certified Mail or a courier service (i.e., UPS, FedEx, DHL, etc.). Applications that are sent via USPS First Class Mail will not be accepted. Applications may **not** be hand-delivered.
3. The application package must contain four copies (**one (1) original plus three (3) photocopies**) of the application.
4. The application must be postmarked on or before **Friday, April 13, 2007**. There will be **No exceptions** made to the application deadline.

The Michigan Department of Education (MDE) is not responsible for lost applications. Applications not submitted electronically will be transcribed into an electronic format. MDE will not be responsible for errors as a result of data entry.

II. Contact Information

Mail: Michigan Department of Education
Office of School Improvement, Field Services Unit
608 W. Allegan
Lansing, MI 48933

All questions related to the supplemental educational services (SES) application process should be directed to:

Leah Breen
SES Consultant
Office of School Improvement, Field Services Unit

Phone: 517-335-6738

Email: MDE-SES@michigan.gov

III. Approval Process

In order for an applicant entity to be considered for approval and/or included on the Michigan State-Approved SES Providers' List (Approved List), the applicant entity must complete the application contained in this packet. Two or more qualified reviewers will rate the application using the scoring rubric developed by the MDE.

Applications will only be recommended to the Superintendent for inclusion on the Approved List if:

1. All portions of the application are complete;
2. All required attachments are postmarked prior to the due date; and
3. The total application score needed for approval meets the minimum requirement determined by the reviewers during the review process. In addition, each criterion must receive the minimum points identified below:

Criteria	Total Points Possible	Minimum Points Required Per Criteria
1. Demonstrated Record of Effectiveness	8	4
2. High-Quality, Research-Based	8	4
3. Connection to Content Expectations	4	2
4. Staff Qualifications	4	2
5. Assessment of Student Need	4	3
6. Communication Plan	4	2
7. Financial Soundness and Management Structure	8	4
Total Points Possible	40	

Applicant entities that are not recommended to the Superintendent for approval will be notified and invited to reapply in the future. Applicants who submit an incomplete application will be notified that their application was not reviewed and that they may reapply in the future.

Upon approval, providers will be added to the Approved List and may enter into SES contract(s) with LEA(s). **Please note that being placed on the Approved List does not guarantee that an SES provider will be selected by parent(s)/legal guardian(s) to provide services.**

APPLICATION OVERVIEW

The Application is divided into four sections.

SECTION A Requests Basic Program Information. Your responses should provide only the information specifically requested and should not include marketing materials.

SECTION B Requests information related to seven (7) Criteria. Your responses in Section B must be in narrative form. You may include figures (e.g., tables, charts, graphs) to support your narrative, but such items will be counted toward applicable page limits.

SECTION C Contains the Assurances. Please read each statement carefully, check the box accompanying each statement, and certify your agreement with all statements therein.

SECTION D Section D is the Michigan Department of Education supplemental educational services Providers' Code of Ethics. Please read each statement carefully and certify your agreement with all statements therein.

SAMPLE

A. BASIC PROGRAM INFORMATION

Please provide the requested information in the spaces provided (no page limit). Be sure to read all notes, as they provide important information regarding each category.

IMPORTANT NOTE: Once approved, providers must operate within the information identified in this application. Changes in application information may be requested in writing to the MDE prior to the beginning of the application process in subsequent years. The request must include the rationale for the changes. All changes must receive written approval from the MDE prior to implementation. This includes, but is not limited to, information changes in the following categories:

- Specific student populations
- Grade level
- Hourly rate
- Subject area
- Maximum and minimum number of students
- Service session information
- Tutor/Student ratio

Instructions: Complete each section in full.

▼ Federal EIN, Tax ID Number, or Social Security Number			
▼ Legal Name of Entity			
▼ Name of Entity as you would like it to appear on the Approved List			
▼ Check if your entity is:		▼ Date Entity Established: (month & year entity began providing tutorial services; LEAs & Public School Academies may enter n/a.)	
<input type="checkbox"/> For-profit <input type="checkbox"/> Non-profit		<input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> (month/year)	
▼ Check the category that best describes your entity:			
<input type="checkbox"/> Business (public or private) <input type="checkbox"/> Community-Based Organization <input type="checkbox"/> Faith-Based Organization <input type="checkbox"/> Institution of Higher Education <input type="checkbox"/> Private School <input type="checkbox"/> Other (specify): _____		<input type="checkbox"/> Child Care Center <input type="checkbox"/> Educational Service Agency (e.g., RESA) <input type="checkbox"/> Government Component (e.g., city, public library) <input type="checkbox"/> Local Education Agency (LEA) <input type="checkbox"/> Public School	
▼ Entity Headquarters			
Name of Contact		Phone	Fax
Street Address		City	State
			Zip
E-Mail		Website	

▼ Local Contact Information

This information may be updated after the application has been approved. Please provide contact for ONE individual only. This is the only individual with whom the MDE will communicate, and this is the only individual who may change any information included in this application.

Name of Contact	Phone	Fax	
Street Address	City	State	Zip
E-Mail	Website		

▼ SES History

(Approved applicants are responsible for notifying the MDE, in writing, of any changes to their SES History.)

Is entity a current or past approved SES provider in Michigan under applicant entity name or any other name?

- Yes** **No**

List previous provider company name(s):

Is entity a current or past approved SES provider in any other state?

- Yes** **No**

If yes, list the state(s) in which entity has been an approved SES provider: _____

Has entity ever had any official action taken against it by a state, including but not limited to, findings of non-compliance, prohibition of service, or removal from a state approved SES provider list?

- Yes** **No**

If yes, explain: _____

▼ Service Area

List the districts in which you agree to provide services. Enter "Statewide" ONLY if you agree to provide services to any district in the State of Michigan. By indicating that you will serve a specific LEA (or all LEAs, if you indicate "Statewide"), you agree to provide services to any student in that LEA whose parent(s)/legal guardian(s) select you as their provider within minimum and maximum capacity.

Counties	Name(s) of District(s)
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▼ Place of Service

Check the location(s) that best describe(s) where you will deliver services to students. If you select "Via Technology," please use the Criteria 2 narrative to identify the type of technology used, describe where the student will access the service and whether it is distance learning. Describe how the session will be facilitated and monitored.

- | | |
|---|---|
| <input type="checkbox"/> Community Center

<input type="checkbox"/> LEA Facility (SES Providers must work out an agreement with each LEA. The LEA is not required to allow SES providers to access its facilities. However, if the LEA does allow providers to access its facilities, the LEA must do so on a fair and equitable basis.)

<input type="checkbox"/> Place of Business | <input type="checkbox"/> Place of Religious Worship (e.g., church, synagogue, mosque, temple)

<input type="checkbox"/> Student's Home

<input type="checkbox"/> Via Technology:

<input type="checkbox"/> Other (specify): _____ |
|---|---|

Identify the approximate number of sites at which you intend to provide SES under this application. _____ sites

▼ Transportation

Do you provide transportation? *(If "yes", Districts will require additional insurance.)*
 Yes **No** **At Select Sites Only**

If "no", is public transportation available nearby?
 Yes **No**

▼ Subject Areas

Check all that apply.
 English language arts (reading) **Mathematics**

▼ Grade Levels

List each grade to be served. The program described must be appropriate for the grade levels indicated. _____

▼ Maximum Number of Students

Indicate the maximum number of students that may be enrolled in the program. This number should allow the entity to maintain quality service and results. *(The maximum number will be shared with LEAs and parent(s)/legal guardian(s)).* _____

▼ Minimum Number of Students

Indicate the minimum number of students needed in order to provide services. *(The minimum number will be shared with LEAs and parent(s)/legal guardian(s)).* _____

▼ Specific Student Populations

Indicate if any of the following sub-groups will be served.

Limited English Proficient (LEP) students: **Yes** **No**

List the particular language(s) with which your staff has expertise (e.g., Spanish, French, Japanese, etc.):

Students with Disabilities: **Yes** **No**

Address qualifications in Criteria 1 narrative.

▼ Service Session Information

Complete the chart to describe delivery of services to students. Length of Sessions refers to how long each tutoring session lasts, stated in hours or portions thereof (e.g., 2 hours, 1.5 hours). Frequency of Sessions refers to how many times students are tutored each week (e.g., 2 times per week, 3 times per week).

	Length of Sessions (Min.- Max.)	Frequency of Sessions (Min.- Max.)
Before School		
After School		
Weekends		
Summer		

Minimum number of student contact hours needed to demonstrate achievement progress. _____

▼ Tutor/Student Ratio

Indicate the maximum number of students who will be assigned to each tutor per session.

Student/tutor ratios should fall within the following ranges:

1-5 students: 1 tutor for non-computer based instruction

1-8 students: 1 tutor for computer-based instruction in a classroom or lab setting

1-30 students: 1 tutor for online instruction with an off-site facilitator

_____ students: 1 tutor—Non-computer based instruction

_____ students: 1 tutor—Computer-based instruction (classroom setting)

_____ students: 1 tutor—Online instruction (off-site facilitator)

Applicant entities may exceed the recommended ratios with justification as determined reasonable by the MDE. Please describe any variation from the recommended ratios:

▼ Instructor Wage Information

List the average hourly wages/payments to instructors:

\$ / hour average per instructor

▼ Hourly Rate

List the maximum hourly fee for instruction, per student. *(If fee structure is based on a different unit of time, please calculate how fee structure breaks down on an hourly basis.)*

\$ maximum fee per hour of instruction, per student

The MDE does not allow approved SES providers to charge fees outside of the maximum fee per hour of instruction, per student identified above. The hourly rate should include the cost for all program expenses including, but not limited to: facility expenses, administrative costs, assessment materials, salaries, equipment, software and instructional materials.

Once approved, providers may not exceed the maximum hourly rate indicated above during the academic year identified in this application. Changes in hourly fees may be requested in writing to the MDE prior to the beginning of the application process in subsequent years. The request must include the rationale for the change in the charges. Any increase in rates or fees must receive approval from the MDE prior to implementation.

▼ Proof of Liability Insurance Coverage

Attach as "Attachment A" a hardcopy of your current liability insurance policy cover page. This is required.

Company Issuing Policy

Policy Number

Coverage is in effect through date:

/ (month/year)

The LEA(s) you intend to serve may require a reasonable amount of liability insurance. Please check with the LEA(s) you intend to serve for the required amount.

B. CRITERIA

Instructions: Responses must be double-spaced and organized by Criteria in order to be considered. Additionally, your responses must comply with stated page limits, where applicable. While it is acceptable to include figures (e.g., tables, charts, graphs), such information will be counted toward page limits. **Text and figures beyond the stated page limit will not be considered.**

Criterion 1 (8 points)

Demonstrated Record of Effectiveness in Increasing Student Academic Achievement

Rationale: Providers must have a demonstrated record of effectiveness in increasing the academic proficiency of students in subjects relevant to meeting the State academic content and student achievement standards [*The No Child Left Behind Act (NCLB) of 2001, Section 1116(e)(4)(B)*]. Your application will be evaluated on your ability to demonstrate your record of effectiveness in increasing academic achievement, particularly for low-income and/or underachieving students.

Evaluation: Evidence of positive impact on Michigan State assessments will be given the most weight. Other evidence that will be considered includes:

- Positive impact on national, state, and/or district assessments;
- Positive impact on other independent, valid and reliable assessments (e.g., provider-administered pre- and post-assessments, teacher-administered content area assessments);
- Positive impact on course grades;
- Positive feedback from customers (e.g., parent(s)/guardian(s), students, LEAs) related to the effectiveness of the instructional program;
- Positive impact on other indicators (e.g., student attendance, student behavior/discipline, retention/promotion rates, graduation rates).

Narrative (Limit 4 pages, double-spaced): Provide evidence that the instructional program has a positive impact on the academic achievement of students in the subjects and grade levels in which you intend to provide services, particularly for low-income and/or underachieving students. If you intend to serve students with disabilities or students with limited English proficiency, provide evidence that your instructional program has a positive impact on the academic achievement of those student population(s). Cite and reference available research studies (as appropriate) and provide specific data.

Criterion 2 (8 points)

Evidence of a High-Quality, Research-Based Instructional Program Designed to Increase Student Academic Achievement

Rationale: By definition, SES are tutoring and other enrichment services that are high quality, based on research, and designed to increase student academic achievement [NCLB Section 1116(e)(12)(C)(2)]. According to the U.S. Department of Education (June 13, 2005), the major focus of NCLB is to utilize only those educational practices that have evidence to suggest that they will increase academic achievement (see *Federal Supplemental Educational Services Non-Regulatory Guidance*).

Evaluation: The application will be evaluated on the applicant entity's ability to demonstrate that your instructional program is (1) high quality and research-based; and (2) designed to increase student academic achievement. You must describe the findings of any academic research that support major elements of your instructional program. Major elements must include mode of instruction, class size, time on task, special instructional materials, use of technology, etc.

Narrative (Limit 4 pages, double-spaced): Clearly and specifically explain the ways in which the instructional program is: (1) high-quality and research-based; and (2) designed to increase student academic achievement.

Describe the findings of any academic research that supports major elements of the instructional program. Major elements must include mode of instruction, class size, time on task, special instructional materials, use of technology, etc.

Criterion 3 (4 points)

Evidence of an Instructional Program and Content Consistent with State Standards and LEA Program(s) – *Connection to Content Expectations*

Rationale: NCLB Section 1116(e)(5)(B) requires applicants to demonstrate that the instruction they provide and the content they use "are consistent with the instruction provided and content used by the local educational agency and State, and are aligned with State student academic achievement standards." According to the U.S. Department of Education (June 13, 2005), instructional content and methods need not be identical to those of the LEA, but they must "share a focus on the same State academic content and achievement standards and be designed to help students meet those standards" (*Federal Supplemental Educational Services Non-Regulatory Guidance*).

Evaluation: The application will be evaluated on the applicant entity's ability to demonstrate the instructional program's connection to specific Grade Level Content Expectations, High School Content Expectations, Course/Credit Content Expectations and/or the Michigan Curriculum Framework.

Narrative (Limit 1 page, double-spaced): Describe how the instructional program connects to specific content expectations identified by the State and LEA.

Criterion 4 (4 points)

Evidence of an Instructional Program and Content Consistent with State Standards and LEA Program(s) – *Staff Qualifications*

Rationale: NCLB Section 1116(e)(5)(B) requires applicants to demonstrate that the instruction they provide and the content they use “are consistent with the instruction provided and content used by the local educational agency and State, and are aligned with State student academic achievement standards.” According to the U.S. Department of Education (June 13, 2005), instructional content and methods need not be identical to those of the LEA, but they must “share a focus on the same State academic content and achievement standards and be designed to help students meet those standards” (*Federal Supplemental Educational Services Non-Regulatory Guidance*).

Evaluation: The application will be evaluated on the applicant entity’s ability to demonstrate that there is a process for ensuring staff is qualified, and there is a plan for ongoing professional development and supervision addressing:

- Instructional strategies;
- Focus on learning;
- Assessment & communication of progress;
- Documentation;
- Differentiation of instruction based on diagnostic and student needs; and
- Feedback.

Narrative (Limit 1 page, double-spaced): Describe the process for ensuring staff is qualified and describe plans for ongoing professional development.

Criterion 5 (4 points)

Evidence of an Instructional Program and Content Consistent with State Standards and LEA Program(s) – *Assessment of Student Need*

Rationale: NCLB Section 1116(e)(5)(B) requires applicants to demonstrate that the instruction they provide and the content they use “are consistent with the instruction provided and content used by the local educational agency and State, and are aligned with State student academic achievement standards.” According to the U.S. Department of Education (June 13, 2005), instructional content and methods need not be identical to those of the LEA, but they must “share a focus on the same State academic content and achievement standards and be designed to help students meet those standards” (*Federal Supplemental Educational Services Non-Regulatory Guidance*).

Evaluation: The application will be evaluated on the applicant entity’s ability to demonstrate that a specific process is used to assess student need, identify skill or knowledge gaps, and prescribe an instructional program based on the student’s individual needs.

Narrative (Limit 1 page, double-spaced): Describe the plan to assess academic need, identify skill or knowledge gaps, and prescribe an instructional program based on the student’s individual needs.

Criterion 6 (4 points)

Evidence of an Instructional Program and Content Consistent with State Standards and LEA Program(s) – *Communication Plan*

Rationale: NCLB Section 1116(e)(5)(B) requires applicants to demonstrate that the instruction they provide and the content they use “are consistent with the instruction provided and content used by the local educational agency and State, and are aligned with State student academic achievement standards.” According to the U.S. Department of Education (June 13, 2005), instructional content and methods need not be identical to those of the LEA, but they must “share a focus on the same State academic content and achievement standards and be designed to help students meet those standards” (*Federal Supplemental Educational Services Non-Regulatory Guidance*).

Evaluation: The application will be evaluated on the Applicant’s plan for communicating student progress to LEA(s)/teacher(s) and to parent(s)/guardian(s).

- Process for identifying specific instructional goals is identified;
- Written progress reports occur regularly;
- Communication between the applicant and the stakeholders is documented.

Narrative (Limit 1 page, double-spaced): Describe the plan for communicating student progress to LEA(s)/teacher(s) and to parent(s)/guardian(s).

SAMPLE

Criterion 7 (8 points)

Financial Soundness and Management Structure

Rationale: SES providers must be financially sound [NCLB Section 1116(e)(12)(B)(iii)]. Your application will be evaluated on your ability to demonstrate financial soundness and sound management structure through a review of financial and licensure documentation.

Required Documentation: Attach as "Attachment B" a hardcopy of your business license or formal documentation of legal status with respect to conducting business in Michigan (e.g., certificate of incorporation, proof of 501(c)(3) tax-exempt status),

AND

the following documents which demonstrate that your entity is financially sound. These are required.

For entities that have been in operation one year or more:

- Tax returns (e.g., Form 1120 for for-profits, Form 990 for non-profits) for the last two years (or last year if entity has been in operation for less than two years);
- Audited financial statements for the last two years (or last year if entity has been in operation for less than two years);
- Organizational budgets that account for all projected revenue and expenses for at least twelve months, ending in June 2008;
- Cash flow projections for at least twelve months, ending in June 2008;
- Sample invoices and other business documents identifying that a management structure related to billing and payment is in place;
- A comprehensive list of expenses and resources necessary to serve the minimum and maximum number of students identified in the application; and
- A one page narrative explaining how the financial documents listed above represent a strong business plan.

For entities that have been in operation less than one year:

- Organizational budgets that account for all projected revenue and expenses for at least twelve months, ending in June 2008;
- Cash flow projections for at least twelve months, ending in June 2008;
- Financial statements, if available;
- Sample invoices and other business documents identifying that a management structure related to billing and payment is in place;
- Comprehensive list of expenses and resources necessary to serve the minimum and maximum number of students identified in the application; and
- A one page narrative explaining how the financial documents listed above represent a strong business plan.

C. ASSURANCES

Attach as "Attachment C" a checked, signed and dated hardcopy of these Assurances. This is required.

By checking the box beside each statement, and by affixing my signature to these Assurances, I certify that I have read each of the following statements, agree to be held accountable for the content of each of the following statements, and understand that the Michigan Department of Education (MDE) may withdraw approval at any time based upon evidence that I have violated any of these Assurances.

- The applicant entity certifies that the instructional program described in the application is the instructional program offered to students at or below the cost provided in this application.
- The applicant entity certifies that the instruction and content offered is secular, neutral, and non-ideological.
- The applicant entity is responsible for payment of all payroll taxes and other business expenses or fees.
- The applicant entity will be available to provide services in a LEA no later than ten (10) business days after entering into a contract with a LEA.
- The applicant entity will serve all qualified eligible children whose parent(s)/guardian(s) register for services from this entity on a fair and equitable basis and in accordance with the terms specified in the application.
- The applicant entity will promptly notify the LEA, in writing, within 3 business days, if it does not meet its minimum or exceeds its maximum number of students.
- The applicant entity will provide parent(s)/legal guardian(s) of children receiving services and school system personnel information on students' academic progress in an understandable format and language on a regular basis consistent with this application.
- The applicant entity will provide evidence to the LEA (before services are delivered) that individuals providing services to children have successfully completed a criminal background check as required in the LEA/SES provider contract.
- The applicant entity will not disclose to the public the identity of any student eligible for or receiving SES without the written permission of the parent(s)/guardian(s). All public requests for student personal information should be directed to the local school district.
- The applicant entity ensures that the entity is financially sound and agrees to notify the MDE, in writing within ten (10) business days, if and when it is no longer financially sound.
- The applicant entity agrees to follow all applicable Federal, State, and local health, safety, employment, and civil rights laws at all times. This includes, but is not limited to, provision of occupancy permits and fire marshall reports to LEAs if requested.
- The applicant entity will not discriminate on the basis of race, national origin, sex, or disability in accepting students and providing students with SES under Title I. (In general, a provider may not, on the basis of disability, exclude a qualified student with disabilities or a student covered under Section 504 if a student can, with minor adjustments, be provided SES designed to meet the individual educational needs of the student.)

- The applicant entity will provide services consistent with the qualified student’s individualized education program under Section 614 of the Individuals with Disabilities Education Act (IDEA) if the student is covered under IDEA, or Section 504 of the Rehabilitation Act of 1973 if the entity proposes to serve such students.
- The applicant entity with multiple sites will agree to only provide services at individual sites, as specified in this application, that independently meet all required criteria and conform to the information and costs cited in this application.
- The applicant entity will comply with the standards for monitoring supplemental educational services Providers.
- The applicant entity will adhere to all items on the Provider Code of Ethics (see Appendix B).
- The applicant entity agrees to make all documents available to the MDE for inspection/ monitoring purposes, and participate in a site visit at the request of the MDE.
- The applicant entity agrees to notify the MDE, in writing, of any change in the contact information provided in this application within ten (10) business days.
- The applicant entity further ensures that it will provide written notification to the MDE, when SES will no longer be provided, 30 days prior to termination of services.

I am authorized to sign and submit this application on behalf of the applicant entity. My signature certifies that all information included in the application package is accurate. I understand that all information submitted is subject to verification. I understand that submission of false or inaccurate information will disqualify my entity as a provider of SES in Michigan and my entity will not be considered for approval or will be removed from the list of state-approved providers without the right to appeal. I understand that my application may be made available for public inspection and/or photocopying.

▼ Name of Entity (Type or print clearly)	
▼ Printed Name of Authorized Representative	▼ Title
▼ Signature of Authorized Representative (Sign in blue ink only.)	▼ Date

D. CODE OF ETHICS

Attach as "Attachment D" a signed and dated hardcopy of the Code of Ethics. This is required.

In addition to all legal and other requirements, all providers of SES must abide by a code of ethics consisting of the following requirements:

1. Providers must accurately and completely describe services to consumers in terms that are easy to understand.
2. Providers must create and use promotional materials and advertisements that are free from deception.
3. Providers must not misrepresent to anyone the location of a provider's program or the approval status of a program.
4. Providers must not publicly criticize or disparage other providers.
5. Providers will comply with each district's enrollment procedures.
6. Providers must maintain a system of addressing consumer grievances and concerns and must immediately report any grievances to both the district and the Michigan Department of Education.
7. Providers must not compensate district employees in exchange for access to facilities, registration, to obtain student lists, or to encourage any LEA employee to violate LEA policies or procedure including conflict of interest. School personnel may be hired for instructional purposes only.
8. Providers must not make payments or in-kind contributions to a district, exclusive of customary fees for facility utilization.
9. Providers must not offer or advertise economic incentives or gratuities of any kind to parents or students to solicit them to select the provider for SES. Providers may not offer any incentives to potential students in the course of informational sessions.
10. During the provision of SES, providers may offer only nominal incentives to students as rewards for achievement and/or the completion of assessments and program objectives.
11. Providers must not encourage or induce students or parents to switch providers once enrolled without approval by the LEA.
12. Providers must not attempt to influence or bias parents when performing an evaluation of the provider's services and achievement of the objectives in the student's Individual Learning Plan.
13. Provider must serve substantially all students registered and immediately communicate to the LEA any students who cannot be served or who drop out of the program.
14. Provider must not engage in false advertising about other providers' programs.

▼ Name of Entity (Type or print clearly)	
▼ Printed Name of Authorized Representative	▼ Title
▼ Signature of Authorized Representative (Sign in blue ink only.)	▼ Date

ATTACHMENT COVER PAGE

Return this page with all of the attachments listed below.

Applicant Entity Name: _____

Place a check in the box for each item that is attached. **All items are required.**

Attachment A

- Current liability insurance policy cover page

Attachment B

- Business license or formal documentation of legal status with respect to conducting business in Michigan (e.g., certificate of incorporation, proof of 501(c)(3) tax-exempt status)

For entities that have been in operation one year or more:

- Tax returns (e.g., Form 1120 for for-profits, Form 990 for non-profits) for the last two years (or last year if entity has been in operation for less than two years)
- Audited financial statements for the last two years (or last year if entity has been in operation for less than two years)
- Organizational budgets that account for all projected revenue and expenses for at least twelve months, ending in June 2008
- Cash flow projections for at least twelve months, ending in June 2008
- Sample invoices and other business documents identifying that a management structure related to billing and payment is in place
- Comprehensive list of expenses and resources necessary to serve the minimum and maximum number of students identified in the application
- A one page narrative explaining how the financial documents listed above represent a strong business plan

For entities that have been in operation less than one year:

- Organizational budgets that account for all projected revenue and expenses for at least twelve months, ending in June 2008
- Cash flow projections for at least twelve months, ending in June 2008
- Financial statements
- Sample invoices and other business documents identifying that a management structure related to billing and payment is in place
- Comprehensive list of expenses and resources necessary to serve the minimum and maximum number of students identified in the application
- A one page narrative explaining how the financial documents listed above represent a strong business plan

Attachment C

- Checked, signed and dated copy of Assurances

Attachment D

- Signed and dated copy of Michigan Department of Education Supplemental Educational Service Providers' Code of Ethics