



Third Party Educational Services Vendor Payment Record for Services to Island ConnectEd (K-12) Students

Information:

- The approved total is dependent upon students' available Educational Support funds.
- Requests may be made between mid-October and May 15 of each school year.
- For activities that extend past three months, you may fill out the form listing the activity in three month increments. The office will pay the increments as they become due until a student's total allotment has been exhausted.
- Please refer to the Island ConnectEd Reimbursement & Allotment Guideline for approved vendor services and learning resources.

Procedure:

1. Fill out this form completely.
2. Meet with enrolling teacher for approval of the activity. It should supplement your child's learning plan.
3. Submit form to Island ConnectEd office.
4. Once signed by the teacher and received by the office, the processing and the finalization of "Total Approved" will begin.
5. The office will contact the Vendor and arrange payment.

Note – A family may use one form for several children if it is a "single" vendor. Place specific student's name in brackets in the "Service Description" Box.

Student(s) Name: _____

Vendor/Company Name: _____

Vendor/Company Phone #: _____

Service Description <i>(Student Name * If multiple children)</i>	From (mm/yy)	To (mm/yy)	Cost

Notes (Office Use Only):

- Total Approved in full.
- Office has contacted family to discuss this Third Party request (see note below):

Parent: _____ Parent Phone #: _____

Teacher Approval: _____ Date: _____