



Pokégnek Bodéwadmik • Pokagon Band of Potawatomi

Department of Education

Box 180 • 58620 Sink Road • Dowagiac, MI 49047 • www.PokagonBand-nsn.gov
 (269) 782-0887 • (888)330-1234 toll free • (269) 782-0985 fax

2019-2020 Special Request Program Application
August 1, 2018-July 31, 2019

Educational Records Release Form on File? Yes/No **IEP** Yes/No **504 Plan** Yes/No

Name _____ Date of Birth ____/____/____ Tribal Enrollment# _____

Grade/YR: _____ School _____

Parent name (if applicant is under 18) _____

Address _____ City _____ State _____ Zip _____

Phone # _____ Email: _____

Please be as specific as possible & include all other documentation - \$500 max

ECE – Head Start	Academic Testing Occupational/Physical Therapy Sessions Special Needs Material/Training Speech/Language Sessions *All other Special Requests will be reviewed with supporting documentation
K-12	Academic Testing Academic Workshops or Conferences Mandatory Book Rental fees/Homeschool Curriculum & Materials Pre-College Summer Classes & Summer School Occupational/Physical Therapy Sessions Special Needs Material/Training Speech/Language Sessions Graduation Gown Reimbursement (basic cap, gown, tassel only) *All other Special Requests will be reviewed with supporting documentation
Continuing Education	Academic Testing Application fees, graduate school entrance fees, & exams Pre-requisite courses required to enter programs Specialized equipment or uniforms (such as nursing shoes & scrubs) Mandatory Parking fees for college students Graduation Gown Reimbursement (basic cap, gown, tassel only) Conference registration fees *All other Special Requests will be reviewed with supporting documentation
Tribal Development	Conference registration fees *All other Special Requests will be reviewed with supporting documentation

\$ _____ Reimbursement \$ _____ Direct Pay

___ I understand that certain costs may not be covered. The Department of Education may reimburse costs when a receipt is provided after the event. Please allow at least 2 weeks for payment. Due to our complex payment process, please submit Special Request Form & supporting documentation with ample time to ensure payment will meet any deadlines.

The Parent or Eligible Student, or both, acknowledge that this Form is legally binding and enforceable and that he or she: (a) accurately completed this form; (b) has full authority to agree to this Form; (c) has reviewed this entire Form; and (d) signed this Form willingly, without duress, and with full knowledge of its consequences.

Signature

Date

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Special Request Program

The purpose of Special Request is to provide extra services for citizens with special academic needs that are not otherwise available through alternative resources.

Eligibility Requirements:

- *Applicant must be a Pokagon Citizen
- *Applicant must have an Educational Records Release on file
- *Applicant must have detailed documentation showing need
- *Event must occur within the time frame current academic year
- *All requests must be received by July 31st of the current school year

Program Funds: \$500 per school year

Time Frame: August 1st – July 31st

Documents Needed:

Special Request Application, and any other applicable documentation such as:

- * IEP, 504 Plan, recommendation from medical or educational professional
- *Copy of receipt/payment confirmation or invoice
- *Information on request including where check needs to be mailed, fees, etc.

- *This program does **not** cover the cost of computers/laptops, private school tuition, late fee charges for library books, damaged text book fees, etc.
- *This program does **not** cover Enrichment requests with a doctor's note unless Educational Excellence Initiative has been applied for with funds exhausted, and has DoE approval

If you have questions, please contact Skye DePaul (269) 782-0887 or toll free at (888) 330-1234. You may also email* scanned forms & documentation to Skye.DePaul@PokagonBand-nsn.gov. Forms are also on www.pokagonband-nsn.gov

Applications may be hand-delivered, mailed, emailed*, or faxed.

*If emailing documentation, please scan & add as attachments, as pictures of forms & documentation will not be accepted.

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