



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

**2020-2021 Special Request Program Application**  
**August 1, 2020-July 31, 2021**

**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**

<b>ECE – Head Start</b>	Academic Testing Occupational/Physical Therapy Sessions w/professional/doctor's recommendation Special Needs Material w/documentation Speech/Language Sessions w/documentation
<b>K-12</b>	Academic Testing Mandatory Book Rental fees/Homeschool Curriculum & Materials *( <b>Does Not</b> include laptop/computers/tablets, etc.) Pre-College Summer Classes & Summer School Occupational/Physical Therapy Sessions w/professional/doctor's recommendation Special Needs Material w/documentation Speech/Language Sessions w/ documentation Dual Enrollment-Tuition & Books (if not covered by school district*) G.E.D/High School Equivalence Diploma - Materials/Pre-Testing/Exam* (GED Stipend & Tutoring Currently Unavailable)
<b>Continuing Education</b>	Academic Testing Application fees, graduate school entrance fees, & exams Specialized equipment or uniforms (such as nursing shoes & scrubs) Mandatory Parking fees for college students

\$ \_\_\_\_\_ Reimbursement

\$ \_\_\_\_\_ Direct Pay

Direct Payee Information: \_\_\_\_\_

\*W9 may be required from the establishment for payment to be made directly

\_\_\_\_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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A progressive community focused on culture and the most innovative opportunities for all of our citizens.



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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 31<sup>st</sup> of the current school year

**Program Funds:** \$500 per school year

**Time Frame:** August 1<sup>st</sup> – July 31<sup>st</sup>

### **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.
- \* Dual Enrollment- Invoice for college tuition/books and letter stating non-coverage by school district
- \* Complete the GED application

\*\*All other Special Requests will be reviewed with supporting documentation

\*\*This program does **not** cover the cost of computers/laptops, private school tuition, late fee charges for library books, damaged text book fees, etc.

If you have questions, please contact Education staff at (269) 782-0887 or toll free at (888) 330-1234. You may also email\* scanned forms & documentation to [EDU@PokagonBand-nsn.gov](mailto:EDU@PokagonBand-nsn.gov). Forms are also on [www.pokagonband-nsn.gov](http://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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