



2024-2025 Special Request Program Application
July 1, 2024 – June 30, 2025

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

*Ed. Release required only for those Birth-12th Grade and G.E.D.

Name _____ Date of Birth _____ Tribal Enrollment# _____

Parent/Guardian (if applicant is under 18) _____

Address _____

Phone _____ Email _____

Grade/YR _____ School _____

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

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|-----------------------------|--|
| Birth-12th Grade | Academic Testing/Workshops/Conferences Mandatory Book Rental Fees/Homeschool Curriculum & Materials *(Does Not include laptops/computers/tablets, etc.) Pre-College Summer Classes & Summer School Occupational/Physical Therapy Sessions – with Professional/Doctor’s Recommendation Special Needs Material/Training – with Documentation Speech/Language Sessions – with Documentation Dual Enrollment – Tuition & Books (if not covered by the school district*) G.E.D/High School Equivalence Diploma – Material/Pre-Testing/Exams* Graduation Gown Reimbursement (Basic Cap, Gown, & Tassel Only) - \$60 Max |
| Continuing Education | Academic Testing/Workshops/Conferences Application Fees, Graduate School Entrance Fees, & Exams Specialized Equipment or Uniforms (Ex: Nursing Shoes & Scrubs) Mandatory Parking Fees for College Students Graduation Gown Reimbursement (Basic Cap, Gown, & Tassel Only) - \$100 Max State Testing Licensing/Certificate Courses Safety Trainings |

\$ _____ Reimbursement \$ _____ Direct Pay

Direct Payee Information: _____

*W9 may be required from the establishment for 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 the Special Request Application & supporting documentation with ample time to ensure payment will meet any deadlines.

The parent or eligible applicant, 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

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

Eligibility Requirements:

- Applicant must be a Pokagon citizen.
- Applicants Birth – 12th grade and G.E.D. must have an Educational Records Release on file.
- Applicant must have detailed documentation showing need.
- Event must occur within the time frame of the current academic year.
- All requests must be received by June 30th of the current academic year.

Program Funds: \$500 per academic year

Academic Year: July 1 – June 30

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
 - Generic or handwritten receipts must be accompanied by additional payment confirmation from the activity/event organizer.
 - An email stating date & amount paid is acceptable.
- Information on request including where check needs to be mailed, cost, etc.
- Dual Enrollment – Invoice for college tuition/books and letter stating non-coverage by school district.
- Complete the G.E.D. application provided by the Department of Education

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, or damaged textbooks.

If you have questions, please contact the Department of 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. Forms are also on www.pokagonband-nsn.gov.

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