

# Non-Public School T-I FE / T-II / T-IV PD Checklist

*Form NP-G-2*

To expedite reimbursement and/or receive stipend pay, please use this checklist and fax all required documentation upon completion of the activity.

**Email:** [federalprogramsrosteet@cpsb.org](mailto:federalprogramsrosteet@cpsb.org) or **Fax** (337-217-4173) all paperwork within **10 days** upon completing the activity.

- ❖ **All money transactions for reimbursement must be in NP Employee's name with method of payment showing total cost (Cash receipt, VISA, MC, etc...)**

## **Title I/Family Engagement**

- \_\_\_\_\_ Agenda (FE Activity Date & Time)
- \_\_\_\_\_ Parent Sign-In Sheet (FE Activity Date & Time)
- \_\_\_\_\_ FE Refreshments (Snacks-*No Meat*) Copy of Sign & Dated Itemized Receipt from individual (*NP Schools cannot be Reimbursed for Snacks*)
- \_\_\_\_\_ FE Supplies (Materials will be ordered and delivered to your school via C. Toups)

## **Professional Development**

### **Title II or IV Site License or Virtual Registration:**

- \_\_\_\_\_ For federal monitoring purposes documentation (*Certificates, log-in, Sign in sheets*) must be kept on file at your school for 5 years.

### **Title II-Tuition and Praxis Assistance:**

- \_\_\_\_\_ **Tuition**-Copy of paid receipt showing method of payment and copy of proof of completion of course(s) with passing grade(s)-*Official Transcript/Final grade(s)*
- \_\_\_\_\_ **Praxis**-Copy of paid receipt showing method of payment and a copy of passing score.

### **Title II-PD or IV-Tutorial Stipend:**

- \_\_\_\_\_ Agenda
- \_\_\_\_\_ Sign-In Sheet (*Form B*) (Use Federal Programs Non Public Form on CPSB Blackboard).  
Formal names and current addresses must match *HR (Form B-1 Tutorial Stipend)*

### **Title II or IV Contracted Speaker:**

- \_\_\_\_\_ Final Invoice/Signed and Dated by NP Principal
- \_\_\_\_\_ Agenda
- \_\_\_\_\_ Sign-In Sheet

**\*\*Please Scan & Email all documentation to [federalprogramsrosteet@cpsb.org](mailto:federalprogramsrosteet@cpsb.org) within 10 days upon completing the activity.**