



PO Box
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Special Instructor's Packet

Welcome, Delta/Greely Homeschool welcomes tutors, instructors and instructing institutions of art, music, dance and physical education to join our vendor list. As a Special Instructor for the DGH you are offering a service that meets an educational need identified in an Individual Learning Plan of a student. Our vendor list is distributed to each family enrolled in our correspondence program. If you prefer not to be listed, you may still offer your services to the families of the program.

We require a business license and resume' or other information showing your qualifications for the credibility of the student's educational accomplishments. We also require that you complete a background check to help ensure the safety of our students. The cost of the background check will be deducted from your first payment.

For students in grades 7-12, lessons which constitute a grade on the student's report card for fine arts do require that a Highly Qualified Certified teacher of that subject area oversee the planning and grading of the program. DGSD will provide this oversight as part of the DGH program.

You can be paid one of two ways:

1. Payment from DGSD: After establishing yourself as a vendor (complete Special Instructor's Information Form and Agreement for Services Form) we will generate a Purchase Order with a unique identifier number for these specific services. You may then invoice the District after services are provided by sending an itemized bill attached to the Vendor Direct Payment Request Form. Payment will be made within two weeks after the District receives the invoice. This method of payment does require that you complete and return to us a W-9 Tax Form be completed and the District will generate an IRS Form 1099 for your business at the end of the calendar year.
2. Payment from Parents: You may ask the parent to pay you and then provide them with an itemized receipt stating the amount received of the parent, the date and your signature. The parent can then submit it to us for reimbursement.

PLEASE NOTE: Delta/Greely School District is Tax Exempt

Thank you.



Special Instructors Information Form

Business Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

Fax Number: _____

E Mail: _____

Federal Tax ID or Social Security Number: _____

Subjects Taught: _____

Are you Alaska Certified: Yes No

Please include a copy of your resume, brochure, or other documentation of our qualifications, along with any details that would assist in our approval process.

Attached _____ Already on file _____

I prefer to be paid by: DGH _____ Family _____

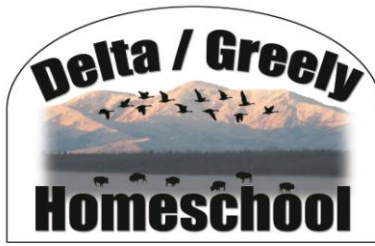
Rate Scale:

	Individual Instruction	Group Instruction
Per Lesson	\$ _____	\$ _____
Per Month	\$ _____	\$ _____
Per Week	\$ _____	\$ _____
Per Session	\$ _____	\$ _____

Please read and sign:

- I understand clearly that the family, not the District, is retaining your services
- The DGH Reimbursement or Vendor Direct Payment Request Form is required in order for payment to be rendered either to the parent or to you.
- Payments or reimbursements will not be made by DGH until after the services are rendered.
- Payments will not be made in excess of the rate stated in this agreement. Any excess amount incurred is the responsibility of the family.
- DGH is prohibited from paying sale tax.
- The family is responsible for all payments of guided instruction. If there is any disparity between what you bill and what we pay, this difference is the family's responsibility and must be resolved between you and them.

Instructor Signature: _____ Date: _____



Vendor Direct Payment Request Form

Vendor Name: _____ Purchase Order Number: _____

Students/Family to whom you are providing service: _____

Amount of Payment being requested: _____

Date: _____

Please attach official invoice that includes the business name, address and contact information and itemizes the services provided (student names and dates of service) for which you are requesting payment.