***LETTER OF AUTHORIZATION***

 ***2020-2021 School Year***

*Name: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Principal Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Española Public Schools (Title II)*** *accepts the financial obligation for* ***pre-approved*** *staff (teachers and educational assistants) taking coursework.*

***INSTITUTION: Northern New Mexico College***

*Please attach class schedule.*

*AUTHORIZED TUITION or TUITION AND FEES:*

*□Coursework for staff on Alternative Licensure or endorsement in areas that the district has identified as high need for improvement.*

*□Coursework for* ***TESOL or Bilingual Endorsement***

*□EA coursework on teacher pathway or*

 *Bill financial aid first if staff is receiving grants and/or scholarships.*

 *Bill Española Public Schools for staff tuition and fees.*

***(It is also understood that staff who fail to pass/drop the course will be required/responsible to pay tuition and fees.)***

*PLEASE SUBMIT BILLING TO: Española Public Schools - Federal Programs – Holly Martinez, Executive Director*

 *Contact Person: Jennifer Chavez, Title I Coordinator*

 *405 Hunter St.*

 *Española, New Mexico 87532*

 *(505) 367-3329 jennifer.chavez@k12espanola.org*

***Director of Federal Programs:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Please submit Invoice at the end of each semester. Payment will be submitted upon receipt of official transcripts and completion and passing of coursework.***