



OAKLAND UNIFIED SCHOOL DISTRICT

State and Federal Compliance

Private Schools Program

1000 Broadway Ste. #450

Oakland, CA 94607

TEL: (510) 879-1053

TITLE II PROGRAM

CONFERENCE/CLASS/PD ATTENDANCE INFORMATION 2014- 2015

After consultation with the OUSD Administrator, your school, in partnership with OUSD, submits a Title II Program Description. REMEMBER: Your Program Description (PD) must list each attendance of a conference, class, professional development or workshop as an action step.

Each person attending a conference must: (a minimum of 30 days before the Conference/Class or PD)

1. Complete and submit a "REQUEST TO ATTEND CONFERENCE OR MEETING – PART A" form.
2. Complete and submit a "JUSTIFICATION FOR CONFERENCE/MEETING ATTENDANCE – PART B" form.
3. Attach a brochure and/or other information describing the Conference or Workshop
4. Attach the Conference/Class Registration form
5. Scan and email the documents or deliver them to the Private Schools Program Office.

REMINDER: If the person to be reimbursed has not done so already, he or she must register as a Vendor with the Purchasing Department of OUSD. To do this, complete and fax the "REQUEST TO SET UP A NEW VENDOR" form to the OUSD Purchasing Department.

In order to receive a reimbursement check, attendee must, within ten (10) days of returning from Conference / Class / Workshop or PD, complete and submit the " STATEMENT OF TRAVEL AND EXPENSES – PART C" and the "REPORT OF CONFERENCE/CLASS ATTENDANCE – PART D" along with all proof of payment receipts (**originals for food**) to OUSD Private Schools Program office.

If all forms have been completed correctly and the attendee has submitted all the necessary documents and receipts the OUSD Accounts Payable Department will issue a check. The document submission and check issuance schedule will be provided in mid-June.

For your protection, never submit any forms or documents to the OUSD Private Schools Program Office that have not been photocopied.

If you have any questions, contact:

Natoya Jefferson @ 510-879-1037 or Natoya.Jefferson@ousd.k12.ca.us