



**How to Request Forward Funding  
Prior to MFP Mid-year Adjustments  
FY2022-23**

**Louisiana Department of Education**

---

In accordance with the MFP Resolution, charter schools are funded based on the prior year's February 1 count. A mid-year adjustment for increases and/or decreases will be provided based on the October 1, 2022 student count. Charter schools may request that the Superintendent of Education make estimated monthly payments based on documented growth prior to the October 1 count.

To receive estimated monthly payments for documented growth prior to the October 1 count, the following must be submitted:

- A written request from the Board President to Superintendent White which includes a statement certifying that you have a complete registration package for each student included in the requested count. The request should also include a brief summary as to why your enrollment increased. (i.e., added a grade)
- Authorization from your Charter Leader, using the [attached form](#), allowing us to review the student data submitted ([example attached](#))
  - Do not submit Personally Identifiable Information unless accompanied by the attached authorization form.
    - A suggested example of a completed authorization form is also provided in the newsletter for your reference.
- A password protected electronic listing (i.e., excel) of the students (names/address/birth date...) sorted by grade, with the total number for each grade (all grades, K-12, not just the students over your 2/1/22 count)
  - Provide the password in a separate email.
  - Type 2 Charters must include city/parish of residency for students.
- Specify the total student count for which funding is requested.

Email a pdf or scanned copy of the signed letter, authorization form, and student level supporting documentation to [CharterFinanceHelpdesk@la.gov](mailto:CharterFinanceHelpdesk@la.gov)

All schools will be funded in July based on the 2/1/22 student count. Letters and supporting documentation received by July 15<sup>th</sup> should be included in the August Payment Schedule.

**Note:** Type 1, 3, or 3B (formerly Type 5's) charter schools under Orleans Parish School Board's (NOLA-PS) jurisdiction must submit advance funding request directly to NOLA-PS for review and approval. Submissions and/or questions about Orleans Charter Schools advance funding should be sent to Javier Cortez at [jcortez@nolapublicschools.com](mailto:jcortez@nolapublicschools.com) or 504-359-9520.