

## Requests for Additional Funding prior to Mid-year Adjustments – FY2017-18

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Per 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, 2017 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 2/1/17 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 Karen McCarvy at [karen.mccarvy@la.gov](mailto:karen.mccarvy@la.gov). Last year the changes were included in the August payment and that is the intent for FY2017-18.

All schools will be funded in July based on the 2/1/17 student count. Letters and supporting documentation received by July 24 should be included in the August Payment Schedule.

### **RSD Orleans**

Please note that this adjustment is a cash advance on your mid-year adjustment and does **not** include the differentiated funding formula used by RSD Orleans. Depending on the actual special education students at your school, your actual midyear adjustment may be more or less than the cash advance.

If you have any questions, or need further information, please contact Karen McCarvy at 225-342-3776, or via email at [Karen.mccarvy@la.gov](mailto:Karen.mccarvy@la.gov).