



## MEMORANDUM

**TO:** Charter School and Freeway School Principals and Administrators

**FROM:** Gary Wallyn, Director - Office of Accreditation and Awards

**RE:** 2008-09 Professional Development Program – Grant Application

**DATE:** April 9, 2008

The Indiana Department of Education is pleased to offer professional development funds for the 2008-09 school year to all accredited schools that meet the grant requirements. The deadline for grant applications is June 30, 2008. The department will review applications to ensure that the professional development program aligns with the objectives, goals and expectations of the School Improvement Plan. A school's charter and or freeway petition serve as the School Improvement Plan. The state board may approve a school's program only if the program meets the board's core principles for professional development and the additional criteria listed on the application. The department may make written recommendations for modification to the program to ensure alignment. The professional development funds must be used in accordance with ([IC 20-20-31](#)).

### Grant Requirements

- [Required Assurance Form](#)
- [Report of Grant Expenditures from 2007-08](#)
- Completed Professional Development Grant Application
- Submittal of 2008 Pupil Enrollment

Professional development grants will be sent in two distributions, the first a per school allotment of three thousand dollars (\$3000) to each accredited school whose 2008-09 professional development application has been approved. This list of schools will be presented to the State Board of Education at its September meeting. The second professional development grant fund distribution will be calculated based on the enrollment that is reported to the department on the October 2008 DOE-PE report. Schools that do not submit a complete DOE-PE report will not be included in the calculations of the per-pupil distribution of funds and may not be eligible for professional development funds in 2009-10. The second distribution is anticipated in mid-December.

Note: Any new charter school or newly accredited freeway school that is interested in applying for professional development grant funds must be included on the DOE-MF (Master File) by August 15, 2008.

## Directions for Completing the 2008-09 Professional Development Program – Grant Application:

The 2008-09 Professional Development Grant Application can be accessed at [DOE Online: https://dc.doe.state.in.us/DOEOnline/Main.aspx?pageid=147](https://dc.doe.state.in.us/DOEOnline/Main.aspx?pageid=147) .

- Your School Number and Pin will be required to access the form
- After your application is completed and submitted to the DOE, you will receive a confirmation e-mail that it has been received, but not yet reviewed and approved.
- All schools that successfully complete the application process before the deadline will receive a second e-mail before August 1, 2008 that either confirms the approval of the grant or identifies areas of the application that require modification.
- **Reminder:** [School Level Assurance Form](#) - A paper copy with required principal signature must be sent to the Office of Accreditation and Awards by mail only. This form must be on file with the Office of Accreditation and Awards before professional development funds are disbursed.
- Mail assurance forms to:

**Accreditation Assurance Forms**  
Office of Accreditation and Awards  
Indiana Department of Education  
101 West Ohio Street, Suite 300  
Indianapolis, IN 46204

The deadline for submittal of this application to the Office of Accreditation and Awards is **June 30, 2008**. If you have any questions concerning the submittal of the **2008-09 Professional Development Program-Grant Application**, please contact our office staff at 317-232-9060 or 800-894-4044.