

INSTRUCTION FOR COMPLETING THE APPLICATION

GENERAL INSTRUCTIONS

This application is to be submitted to your local conference Office of Education by the date they request. It is to be submitted to the LUC Office of Education by the local conference no later than **May 1**, of that year.

I. *Enrollment Statistics*

Present Enrollment: report the number of students in attendance as of the date the report is submitted.

Projected Enrollment: provide the estimated number of students who may be expected to attend next year.

Actual Enrollment: report the number of students who actually enrolled.

II. *Teacher Certification*

Information should be supplied for each teacher who is assigned responsibility for one or more classes for grades K-2.

Obtain the current information from the local conference Office of Education. The information should state the certificate and endorsements that the teacher actually holds at the time this report is submitted.

III. *Proposed Curriculum and Teaching Load*

This section provides data on the proposed curriculum and teaching load for each teacher. Specific instructions for completing each column follows:

Teacher: List the name of each teacher who will be assigned teaching responsibilities in grades K-2.

Certification: Place a "Y" for yes or "N" for no to indicate whether the teacher has an denominational teaching certificate for elementary grade K-2.

IV. *Library and Medica Center (this section applies to total school library)*

Prior Year Library Budget, Present Year Library Budget, and Library Budget Spent is self explanatory.

Number of Library Volumes: report the total school library books.

V. *Budgets*

Include a copy of the school budget with application.

VI. *Signature Page*

Please attach signature page to application and return to local conference office.

Lake Union Conference Office of Education
KINDERGARTEN - GRADE TWO APPLICATION

School _____	For LUCOE use only	Arrival Date _____
Address _____		UPDATE Date _____
_____		Board approval _____
Conference _____		Supt Approval _____
Phone _____		K-12 Approval _____
School Year _____		Program _____

Grades:	K-2:	3rd-4th:	5-6th:	7-8th:	9-10th:	TOTALS
Present Enrollment:						
Projected Enrollment:						
Actual Enrollment:						

TEACHERS	CERT.	EXP DATE	ENDORSEMENTS

CLASSES OFFERED

Kindergarten	Time	Cert.	Teacher	First G.	Time	Cert.	Teacher	Second G.	Time	Cert.	Teacher

Prior Year Library Budget _____	Library Budget Spent _____
Present Year Library Budget _____	Number of Library Volumes _____
Past Year Operational Budget _____	Present Year Operational Budget _____

For LUCOE use only:

PRESENT STATUS:
AREAS OUT OF POLICY:
ACTIONS TAKEN:

LAKE UNION CONFERENCE
Office of Education
K-2 Program Signature Page of Application
Due May 1 in LUCOE

Please attach to application and return to local conference office

School _____ Date _____

Principal _____ Phone _____

Conference _____ Superintendent _____

1. School Board Date of Action _____

VOTED: _____

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_____ Signature of School Board Chairman

2. Conference Board of Education _____ Date of Action _____

VOTED: _____

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_____ Signature of Superintendent