



Send requests to Kerri Whipple, SEEC Program
Manager for English Learners, at
kerri.whipple@k12.nd.us.

Request for English Learner Support for Materials

1. Complete request for materials and send to Kerri Whipple.
2. Approval of request announced will be returned via email.
3. Once request is approved with approved dollar amounts, purchase materials through district (no later than **April 15, 2018**).
4. Notify business manager that once the materials are received, SEEC should be invoiced (no later than **May 15, 2018**).

School District:

EL Teacher Name:

EL Teacher Email Address:

Please describe your core English Learner program and how the supplemental materials you are requesting will supplement the core:

Name of Resource (text or subscription):

Targeted Grade Levels:

Cost:

Principal Signature:

SEEC Signature:

Amount Approved:

Date: