

ELLI DISTRICT SPECIAL REQUEST FORM

(Duplicate this form as necessary)

2007-2008 School Year

DIRECTIONS: ELLI districts may use the Special Request form provided to make one-time budget requests that require funds over and above those provided through the braiding of ELLI funds, district general funds, special education funds, and parent tuition. Special Requests can be made only in the categories of professional development for teachers and assistants, and books and or materials for the classroom. Only those special requests accompanied by detailed descriptions and justifications (such as detailed professional development plans with associated costs, or purchase plans for classroom materials accompanied by catalog pages or other cost documentation) will be considered by the department. You may attach any additional relevant information or documentation to support your request.

District Name	
Items or Services Requested	
Amount of Request	
Detailed Description of Items or Services Requested (Please type/print in space below):	
Detailed Justification for Request (Please type/print in space below):	