



## EDUCATIONAL RESOURCE ALLOTMENT (ERA) REQUEST FORM

Distributed Learning Policy allows for the provision of third party Educational Resource Allotment (ERA) for resources and services up to a maximum of \$600.00 per full time student in grades K-12 who are enrolled by September 30<sup>th</sup>. Please discuss specific amounts available per grade level with your child's teacher. The BC Ministry of Education's guidelines for Distributed Learning Schools has strict rules and regulations for the use of these funds.

The provision of these funds is to assist students in meeting curricular learning outcomes not easily addressed in a home learning model, in particular, Fine Arts and Physical Education. Allocation of funding to third parties must clearly support the Prescribed Learning Outcomes for the specific subject and grade level, and be listed in the Student Learning Plan as developed by the teacher in consultation with the parent.

### The Educational Resource Allotment can be used for:

- *Services and/or lessons:* These are services and/or lessons provided to support the student in meeting the learning outcomes in curricular areas such as Physical Education and Fine Arts. These could include music lessons, a drama program, soccer registration, etc.

**Note:** All vendors being paid using the ERA funds **must** provide evidence of a current Criminal Records Check and **must** be paid directly by Summit Learning Centre. *Do not* prepay the vendor. If you prepay a vendor, we are unable to reimburse you for your payment.

- *Consumable resources:* These are resources that have been pre-approved by the teacher and that support the student in meeting the learning outcomes. These could include workbooks, art supplies, paper, etc.
- *Experiences:* These are experiences that support the student in meeting the learning outcomes. These could include admission to the art gallery, planetarium, recreation facility pass, etc.

### To access the Educational Resource Allotment fund, families must do the following:

1. Collaborate with the teacher during the development of the Student Learning Plan for teacher pre-approval of the requested resources to be paid for by the ERA.
2. Complete the Educational Resource Allotment Request Form (ERAR Form) that you were given upon completion of your SLP. To receive another copy, email [summitallotment@gmail.com](mailto:summitallotment@gmail.com)
3. Submit this form to [summitallotment@gmail.com](mailto:summitallotment@gmail.com). Please note it is the parents' responsibility to notify the vendor they are required to submit a current **criminal records check** to [summitallotment@gmail.com](mailto:summitallotment@gmail.com) **prior to any requests being processed using third party resourcing allotment funds.**
4. Distribute Summit Learning Centre's Assessment/Feedback forms, as provided by the teacher, to vendors at the end of a particular program or at the end of each term.
5. Inform Summit Learning Centre immediately if your child is **not** going to complete a program for which payment has already been made.

**Note: Please allow up to two weeks to process all ERA requests.**



## EDUCATION RESOURCE ALLOTMENT REQUEST FORM

**\*\*No allotment requests will be processed after *March 1<sup>st</sup>*. \*\***

**\*\*Please allow 2 weeks for the processing of all allotment requests\*\***

Parent's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

First Vendor's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of the course or program: \_\_\_\_\_

Program Number (if applicable): \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Cost: \_\_\_\_\_

Second Vendor's Name (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of the course or program: \_\_\_\_\_

Program Number (if applicable): \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Cost: \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*For office use only:*

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_