

LETTER OF COMMITMENT



For Professional Development Services 2013-2014
Verification Process for Special Settings (VPSS)

Directions: 1) Determine each teacher's eligibility for each VPSS online course. 2) Submit this Letter of Commitment along with your purchase order. 3) Your teacher will automatically be registered into their VPSS online course(s) upon receipt of purchase order and Letter of Commitment.

DATE	DISTRICT
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District Liaison	
NAME	POSITION
EMAIL	PHONE ()

District Contact for Billing and Payment	
NAME	POSITION
EMAIL	PHONE ()

(District) authorizes the Los Angeles County Office of Education to provide professional development services as described below. The district has determined the eligibility for appropriate VPSS online courses of each potential attendee and has received clearance with their County Office for this professional development.

Signature _____ Date _____

(Signature of Assistant Superintendent or designee required)

VPSS 2013-2014 Course Schedule

	Course Title	Fall 2013		Winter 2014		Spring 2014		Summer 2014		Fee
		Registration Deadline 1 Week Prior to Start Day		Registration Deadline 1 Week Prior to Start Day		Registration Deadline 1 Week Prior to Start Day		Registration Deadline 1 Week Prior to Start Day		
		Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date	
550	English Tier I	10/11/13	11/14/13	01/17/14	02/20/14	04/25/14	05/29/14	08/01/14	09/04/14	\$400
551	English Tier II	11/29/13	01/02/14	03/07/14	04/10/14	06/13/14	07/17/14	09/19/14	10/23/14	\$400
552	Mathematics Tier I	10/11/13	11/14/13	01/17/14	02/20/14	04/25/14	05/29/14	08/01/14	09/04/14	\$400
553	Mathematics Tier II	11/29/13	01/02/14	03/07/14	04/10/14	06/13/14	07/17/14	09/19/14	10/23/14	\$400
554	Science Tier I	10/11/13	11/14/13	01/17/14	02/20/14	04/25/14	05/29/14	08/01/14	09/04/14	\$400
555	Science Tier II	11/29/13	01/02/14	03/07/14	04/10/14	06/13/14	07/17/14	09/19/14	10/23/14	\$400
556	Social Studies Tier I	10/11/13	11/14/13	01/17/14	02/20/14	04/25/14	05/29/14	08/01/14	09/04/14	\$400
557	Social Studies Tier II	11/29/13	01/02/14	03/07/14	04/10/14	06/13/14	07/17/14	09/19/14	10/23/14	\$400

Participant Name	Participant Email	Courses							
		Math I	Math II	Eng I	Eng II	Sci I	Sci II	Soc. Stud. I	Soc. Stud. II
		(Fill in date)	(Fill in date)	(Fill in date)	(Fill in date)	(Fill in date)	(Fill in date)	(Fill in date)	(Fill in date)

A purchase order for _____ is enclosed. The purchase order must accompany this Letter of Commitment. It should cover the cost of the number of attendees, at \$400 per person for each course.

Please submit this Letter of Commitment and your district's purchase order.

By mail: Los Angeles County Office of Education
9300 Imperial Hwy., EC-251, Downey, CA 90242

Attention: Loida Canlas

By fax: 562-922-6486 (mail original Purchase Order)

By email: VPSS_Registration@lacoed.edu (Scan Documents)