LETTER OF COMMITMENT

For Professional Development Services 2015-2016
Verification Process for Special Settings (VPSS)

Los Angeles County Office of Education
Serving Students ▪ Supporting Communities ▪ Leading Educators

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

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 Tier I Courses:

Term 1		Term 2		Term 3		Term 4	
Register by: 8/21/15		Register by: 11/19/15		Register by: 3/4/16		Register by: 6/10/16	
Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
8/28/15	10/1/15	12/4/15	1/7/16	3/11/16	4/14/16	6/17/16	7/21/16

VPSS Tier II Courses:

Term 1		Term 2		Term 3		Term 4	
Register by: 10/9/15		Register by: 1/15/16		Register by: 4/22/16		Register by: 7/29/16	
Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
10/16/15	11/19/15	1/22/16	2/25/16	4/29/16	6/2/16	8/5/16	9/8/16

Select Courses: Fill in Term Number for Each Participant/Class		English		Mathematics		Science		Social Studies	
Participant Name	Participant Email	Tier I	Tier II	Tier I	Tier II	Tier I	Tier II	Tier I	Tier II

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-250, Downey, CA 90242
            Attention: Loida Canlas
By fax: 562-922-6486 (mail original Purchase Order)
By email: vpss_registration@lacoe.edu (Scanned Documents)