

LETTER OF COMMITMENT



**Los Angeles County
Office of Education**

Leading Educators • Supporting Students • Serving Communities

For Professional Development Services 2012-2013
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 2012-2013 Course Schedule

	Course Title	Fall 2012 Registration Deadline 1 Week Prior to Start Day		Winter 2013 Registration Deadline 1 Week Prior to Start Day		Spring 2013 Registration Deadline 1 Week Prior to Start Day		Summer 2013 Registration Deadline 1 Week Prior to Start Day		Fee
		Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date	
550	English Tier I	09/14/12	10/18/12	12/20/12	01/24/13	03/29/13	05/02/13	07/05/13	08/08/13	\$400
551	English Tier II	11/02/12	12/06/12	02/08/13	03/14/13	05/17/13	06/20/13	08/23/13	09/26/13	\$400
552	Mathematics Tier I	09/14/12	10/18/12	12/20/12	01/24/13	03/29/13	05/02/13	07/05/13	08/08/13	\$400
553	Mathematics Tier II	11/02/12	12/06/12	02/08/13	03/14/13	05/17/13	06/20/13	08/23/13	09/26/13	\$400
554	Science Tier I	09/14/12	10/18/12	12/20/12	01/24/13	03/29/13	05/02/13	07/05/13	08/08/13	\$400
555	Science Tier II	11/02/12	12/06/12	02/08/13	03/14/13	05/17/13	06/20/13	08/23/13	09/26/13	\$400
556	Social Studies Tier I	09/14/12	10/18/12	12/20/12	01/24/13	03/29/13	05/02/13	07/05/13	08/08/13	\$400
557	Social Studies Tier II	11/02/12	12/06/12	02/08/13	03/14/13	05/17/13	06/20/13	08/23/13	09/26/13	\$400

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

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@laoe.edu (Scan Documents)