GOODHUE COUNTY EDUCATION DISTRICT #6051

*395 Guernsey Lane, Red Wing, MN 55066• Phone 651.388.4441• Fax 651.388.9557*

Member Districts:

Cannon Falls #252 • Goodhue #253 • Kenyon Wanamingo #2172   
• Lake City #813 • Red Wing #256 • Zumbrota Mazeppa #2805

**Local School District Credit Recovery Class Request**

A separate request will need to be filled out for each targeted services class in your program.

*Please return request to Brian Cashman, Coordinator of Alternative Programs, at least one month prior to the start of your credit recovery program.*

School District:

School Site:

Today’s Date:

Name of the Class:

Description of the Class (purpose, area(s) of focus):

Goals for the Class:

Days of the Week: Class Date Range: No Class Dates On:

Total # of Sessions: Time of Class: Total Student Contact Hours:

Approximate Amount of Students:

A budget proposal is completed and attached \_\_\_\_\_Yes

Form Completed By:

Form Submitted By:

**Data Used to Inform Student Invitations:**

Grade Reports/Transcript

Other (please explain below)

**Infrastructure Used to Inform Student Invitations:**

Problem-Solving Team

Grade Level or Content Area Professional Learning Communities/Teams

Parent or Student Request

Other (please explain below)

**Local School District Credit Recovery Budget Proposal**

Date: School/Fiscal Year: School District: School Site:

Type of Budget: New\_\_\_\_ Revised\_\_\_\_\_ Class Name: Completed By:

**Projected Revenue**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade** | **Total Hours** | **Enrolled Students** | **Hourly Rate** | **Total Revenue** |
| **9-12** |  |  | 6.02 |  |

**Projected Expenditures**

|  |  |
| --- | --- |
| **Description** | **Estimated Amount** |
| Instructors |  |
| Educational Assistants |  |
| Instructional Materials |  |
| Food |  |
| General Supplies |  |
| Transportation |  |
| GCED Administrative Fee (~10%) |  |
| Other |  |

**Projected Revenue – Projected Expense = \_\_\_\_**

The signatures, below, are secured as proof of support for the program as designed:

District Administrator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Business/HR Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Administrator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_