



Indiana Conference of Seventh-day Adventists®

April Request for Rebate and Quality Assurance Checklist

Directions: You may claim up to a 2% rebate on your monthly teacher billing payment to the conference by meeting the criteria set forth in this form. To help us accurately calculate your rebate please complete this form, have the head teacher and board chair sign it, and submit it to the conference along with your payment. (This rebate does *not* apply to courtesy payroll amounts.)

Section I: Goals to Reach for the April Rebate *(These goals must be met to qualify for this month's rebates.)*

Yes	No	Description of the Goal
		1. Our payment in full for the most recent billing will reach the conference office by the 20 th of the current month. Included with that payment is our school's most recent financial statement. (½% rebate)
		2. We have corrected any Level 1 Health and Safety violations for which we were cited. (½% rebate)
		3. Our teacher(s) spend(s) a little time at least four out of every five school days systematically talking with students about the Conference's value, fundamental belief <i>and</i> manners of the week. (½% rebate)
		4. Our teachers have in place a systematic program to promote the school. For example: having students regularly do things for the church service, putting announcements in the church bulletin, talking to the congregation about school activities, advertising the school, holding open houses and other appealing public programs. (½% rebate)

Section II: Important Ongoing Goals *(While these goals are very important, they will not affect this month's rebate.)*

Yes	No	Description of the Goal
		Characteristic of Effective Schools: Safe and Orderly Environment Our playground equipment is inspected regularly. Our teachers have taught students basic playground safety rules and procedures. Older students are taught how to play with younger students in a manner that does not endanger the little ones.
		Characteristic of Effective Schools: Climate of High Expectations for Success The teachers are planning graduation and/or end-of-the-school-year programs that will highlight student accomplishments and celebrate hard work and success.
		Characteristic of Effective Schools: Instructional Leadership The board is creative and persistent in making sure teachers have planning and preparation time. The board jealously guards teachers' planning and preparation time before and after school by making sure someone else supervises students who arrive too early or stay too late.
		Characteristic of Effective Schools: Clear and Focused Mission Our teachers are systematic and intentional in their efforts to teach students how to stay healthy emotionally and physically. This is clearly an emphasis in our school. This is something our school is known for.
		Characteristic of Effective Schools: Opportunity to Learn and Student Time on Task Our teachers have the textbooks, equipment and resources necessary to give students the opportunity to learn each required subject. We check with the teachers regularly to determine what they need.
		Characteristic of Effective Schools: Frequent Monitoring of Student Progress Our teachers are still faithfully sending home weekly reports to parents that include information about assignments done, undone, upcoming events, behavior, etc. (In some outstanding schools teachers do this daily.)
		Characteristic of Effective Schools: Positive Home-Church-School Relationships The board, along with parents, is already planning what it will do for the teachers during Teacher Appreciation Week. (Historically, this is held the 1 st full week of school in May.)
		Next Month's (May) Required Goal Our teachers are actively involved in the life of the church the runs their school. They attend regularly, hold office or help in some capacity.

Part III: Other Reminders and Paperwork Due at the Conference Office in April

		1. I have submitted my order for 8 th grade diplomas and/or 10 th grade certificates of achievement.
		2. I have scheduled or already held a visitation day for possible new students.
		3. I have submitted my request for Reading Ribbons.
		4. I have returned all Music Festival music to the conference office.

Part IV: Authorizing Signatures

We confirm that the information provided on this form is, to the best of our knowledge, accurate.

Head Teacher's Signature: _____ Board Chair's Signature: _____ Date: _____

Please mail/fax this form to the Conference Office of Education by April 20