



Indiana Conference of Seventh-day Adventists[®]

February 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 February 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 taught students what to do in case there is a tornado warning. They have conducted one tornado drill. (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 school is a safe place for students from minority groups. In our school, we really do appreciate diversity, respect differences and celebrate the accomplishments of all good folk, with some emphasis on those who have historically been underrepresented.
		Characteristic of Effective Schools: Climate of High Expectations for Success The board, the teacher, and the students are all involved in an ongoing process of improvement. Each group sets goals and works to reach those goals. Each group shares their goals with the other groups.
		Characteristic of Effective Schools: Instructional Leadership The board strongly encourages the teachers to attend workshops and to visit other schools to gather new ideas.
		Characteristic of Effective Schools: Clear and Focused Mission Students are regularly involved in leading out in worship at school, with the goal of preparing them to lead in church worship services. The teacher and pastor work together to give students the opportunity to practice their "up front" skills.
		Characteristic of Effective Schools: Opportunity to Learn and Student Time on Task Our school will have at least 180 days of actual student instruction. We will make up any excess snow days taken. We do not try to count non-instructional activities or events as school days.
		Characteristic of Effective Schools: Frequent Monitoring of Student Progress Our teachers have carefully studied each child's current ITBS results and have evaluated the progress each child has made in each test area since last year's testing.
		Characteristic of Effective Schools: Positive Home-Church-School Relationships Our teachers have already held or will soon hold spring parent-teacher conferences.
		Next Month's (March) Required Goal Our teachers carefully prepared students for Music Festival and regularly encouraged students to participate in the Healthy Lifestyles Contest.

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

	1. We have begun formally conferencing with parents of students we might have to retain.
	2. Our board has prepared its preliminary budget for next year and submitted it to the conference treasurer.
	3. We have had a tornado drill.
	4. I have scheduled our spring Week of Prayer.
	5. I have submitted to our school's yearly update of progress we have made implementing accreditation committee recommendations.

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 February 20