



Indiana Conference of Seventh-day Adventists®

May 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 May 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 are actively involved in the life of the church the runs their school. They attend regularly, hold office or help in some capacity. (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 students are safe from online dangers. Our Internet is filtered or screened. Student use of computers is carefully monitored. Great care is taken to ensure students do not contact unknown persons using school computers.
		Characteristic of Effective Schools: Climate of High Expectations for Success Our students and teachers dress in a manner that looks good. They follow the board's dress code. They look professional. They look "a cut above" what one might see in public school.
		Characteristic of Effective Schools: Instructional Leadership The board audits how far teachers have progressed through the prescribed curriculum. If teachers have not covered most of the curriculum, they tell the board why and outline how they ensure adequate coverage next school year.
		Characteristic of Effective Schools: Clear and Focused Mission Our teachers take time throughout the school year making sure student learn about the history of Adventist church, its mission, the extent of its worldwide endeavors and how they can be an important part of the work.
		Characteristic of Effective Schools: Opportunity to Learn and Student Time on Task All students, all age and grade levels, receive adequate instruction equitably. No group or grade level is shortchanged in order to serve another group or grade level.
		Characteristic of Effective Schools: Frequent Monitoring of Student Progress Our teachers give parents of all students ideas and material to use during the summer to maintain/enrich their child's academic skills. The board makes sure teachers have the resources necessary to do this.
		Characteristic of Effective Schools: Positive Home-Church-School Relationships Like many other private/parochial schools, parents who send their children to our school must also commit to a certain number of volunteer hours of service to the school.
		Next Month's (August) Required Goal We carefully screen all new students we admit to our school by interviewing the parents and speaking with the child's previous teacher(s). We do not admit students we cannot adequately serve or who will have a significant negative influence on our school.

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

		1. I have submitted our request for matching equipment funds.
		2. I have distributed our calendar for the upcoming school year to parents; they all know when registration day is and when school starts.
		3. When the school year ends we will submit our closing reports, Request for PAC Credit and Webinar Attendance Logs.
		4. We have ordered graduation certificates for all of our 8 th graders.

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 May 20