



Waganakising Odawak
Little Traverse Bay Bands of Odawa Indians
Niigaandiwin Education Department
K-12 Tutoring Subsidy Application Cover Page



The purpose of this program is to provide a subsidy to off-set the cost of hiring a private tutor for Little Traverse Bay Bands of Odawa Indians' (LTBB) tribal citizens who are enrolled in an eligible K-12 education program, and who are struggling to meet grade level proficiency in one or more core academic subject area.

In order to be eligible for the K-12 Academic Services Tutoring the following criteria must be met: student must be a citizen of LTBB; student must be enrolled in an eligible K-12 education program; student must demonstrate they are below grade level proficiency in one or more core academic subjects with documentation; and student must have a pre-selected, qualified tutor in place (e.g., a certified teacher, a K-12 para-pro, a retired teacher, a college student who is enrolled in an Education program or majoring in the tutoring subject, or someone with education or experience in the tutoring subject like an accountant), a pre-determined tutoring schedule, and pre-determined tutoring goals developed by the students' tutor/teacher and/or parent/guardian.

Tutoring subsidy applications will be accepted at any time during the academic year (August 1st-June 30th). Applications will be reviewed for eligibility, completeness, strength of tutoring plan, and qualifications of tutor. Eligible students will be funded once per academic year. Students who have been denied because they do not qualify according to their score on the tutoring subsidy funding rubric may reapply for a tutoring subsidy in the same academic year if their circumstances have changed and they meet the eligibility requirements to receive a subsidy. A denial(s) during an academic year does not impact parents'/guardians' ability to apply to a tutoring subsidy for their student in subsequent academic years.

A completed application includes the following documents:

- Completed application
- Photocopy of Student's Tribal I.D.
- Current documentation of academic need (standardized assessment scores, classroom summative test scores, letter from teacher, student progress report, or student report card)
- Release of Information
- Tutoring Plan Form
- Tutor W9 Form

Due to limited funding, students with the highest level of combined academic need will be given priority. Funding per student will be capped at the rates published on the tutoring subsidy funding rubric.

Tutoring subsidy payments will be made bi-weekly directly to tutors. In order for payment to be issued, tutoring logs must be submitted to the LTBB Education Department 14 days after the last bi-weekly tutoring session was held. Logs may be submitted via U.S. mail, e-mail, fax, inter-department mail, and hand delivery. Logs submitted after the 14-day window will be considered late and are not eligible for payment. The bi-weekly payment will be calculated based on tutoring hours logged at the tutor's hourly rate. Payments will be made to the tutor until the student's award max for the academic year has been reached, even if the tutoring goal has not been reached. If the student utilizes their maximum award for the academic year before the tutoring goal has been reached, the student's family is responsible for additional payments to the tutor in order to reach the tutoring goal outlined in the tutoring plan.



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K-12 Tutoring Subsidy Application



Name of Student _____

Enrollment # _____ Date of Birth _____

Mailing Address _____

City/State _____ Zip Code _____

Phone Number _____ Grade _____

Name of School _____
(If your child is homeschooled, please indicate that above.)

Address of School _____

City/State of School _____

School Zip _____ School Phone # _____

Parent/Guardian (please print) _____

Parent/Guardian (signature) _____

Subject Areas of Student's Academic Need (Please select all that apply and include current supporting documentation.)

- Math
- English Language Arts
- Science

Completed Application Must Include:

Photocopy of Child's Tribal I.D., Current documentation of academic need, Tutoring Plan Form, Release of Information and Tutor W9 Form.

Sign up for updates from LTBB K-12 Services by texting "K12" to "33222." Standard text msg and data rates apply. Check here to opt out

For office use only: date received _____ approved _____

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Niigaandiwin Education Department

Release of Information



Student's Printed Name _____

Student's Academic Institution _____

Special terms that apply:

Niigaandiwin Education Department means the Niigaandiwin Education Department of Little Traverse Bay Bands of Odawa Indians.

IEP means the Individual Education Plan for the student developed by the parent, staff, and appropriate agencies.

Press Release means any form of public notifications i.e. Tribal newsletter, Annual Community Meeting, bulletin boards, Tribal website, and brochures.

School means any division of a public school system or any charter, tribal or private school.

Special Achievements means events worthy of certificates, publications such as a dissertation or thesis, Dean's list or other lists of academic achievements, and employment after graduation.

Student records means an official copy of the student's records not included in the student's transcripts to date of the request, which may include attendance, discipline, or other assessments.

Transcripts mean an official copy of the student's courses, grades, and grade point average to date of the request.

Tribe means the Little Traverse Bay Bands of Odawa Indians or the Waganakising Odawa.

Other LTBB Government Departments means departments other than Education such as Enrollment, Human Services, etc.

Authorization: I authorize that the LTBB Niigaandiwin Education Department may share and receive information regarding my child from his/her academic institution, or other LTBB Government departments as stated above. I authorize the LTBB Education Department to visit my child at his/her academic institution and to attend meetings as requested and scheduled by the appropriate agencies and staff. I authorize the LTBB Niigaandiwin Education Department to perform assessments with my child to determine specific needs. I also authorize the Niigaandiwin Education Department to submit press releases in cases of special achievements, graduations, and any other events.

Signature of Parent or Legal Guardian: _____ Date: _____

Signature of Education Director: _____ Date: _____



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 K-12 Academic Services Tutoring Subsidy Program



Tutoring Log Sheet

Tutor's Name: _____
 Mailing Address: _____
 City, State, Zip code: _____
 Student's Name: _____

DAY	DATE	TIME START	TIME FINISH	TOTAL TIME (MINUTES)
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
TOTAL MINUTES				
RATE PER HOUR				
TOTAL PAY				

In order for payment to be issued, tutoring logs must be submitted to the LTBB Education Department 14 days after the last bi-weekly tutoring session was held. Logs may be submitted via U.S. mail, e-mail, fax, inter-department mail, and hand delivery. Logs submitted after the 14-day window will be considered late and are not eligible for payment. The bi-weekly payment will be calculated based on tutoring hours logged at the tutor's hourly rate.

I hereby certify that the information provided above is true and correct to the best of my knowledge.

Tutor's Signature: _____ Date: _____
 Tutor's Name (please print): _____

For office use only: Date received _____ Date approved _____



Waganakising Odawak
 Little Traverse Bay Bands of Odawa Indians
Niigaandiwin Education Department
 7500 Odawa Circle, Harbor Springs, Michigan 49740
 Phone 231-242-1423 • Fax 231-242-1430



Tutoring Plan Form

Student Name: _____ Tutor Name: _____

Tutor Credentials: (e.g., a certified teacher, a K-12 para-pro, a retired teacher, a college student who is enrolled in an Education program or majoring in the tutoring subject, or someone with education or experience in the tutoring subject like an accountant) _____ Hourly Rate: _____

Tutor Signature: _____ Date: _____

Section 1: Goals/Expectations for Student

	What is the Goal? <i>(Be specific as possible)</i> <i>(ex: recognize grade level sight words, adding two-digit numbers, reading comprehension)</i>	Expected improvement <i>(ex: student proficiency will increase to grade level expectation)</i>	Number of hours expected to achieve tutoring goals
#1			

#2			
#3			
#4			
#5			

Section 2: Tutoring Schedule (In order for students to strengthen academic skills, it is important for students to have a consistent tutoring schedule. This helps ensure that progress can be made in building and working toward achieving academic goals. For these reasons, we encourage families to work with their student’s tutor to commit to at least two tutoring sessions per week. Please indicate the tutoring schedule below.)

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times							

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		

or

Employer identification number									
				-					

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.