

Kellogg & Sovereign® Consulting, LLC
E-Rate 2016-17 Documents Needed for Discount Rate
Due: 12/4/2015

Please send us the following documents so we can determine your E-Rate discount rate for your 2016-17 E-Rate application:

1. [NSLP Certification](#) Prepare the NSLP certification form on your school letterhead.
2. Enrollment by Site and # of Free/Reduced Students by Site
 Send us the official forms you use to submit total enrollment and # of free/reduced lunch students by site to your state department of education as follows:

Oklahoma (two forms)	Texas	Connecticut
1. Enrollment pages from your OSDE application for Accreditation (Oct 2015) for EACH site	Fall 2015 PEIMS Report: PRF5C019 (Economically Disadvantaged Students by Sex and Ethnicity) for EACH site – all pages)	Site Reimbursement Claim Form submitted to CT State Dept of Education (Oct 2015) for EACH site
2. Fall 2015 low income student count form (SIGNED)		
All Other States: Official forms submitted to your state department of education used to report total enrollment and total # of students eligible for free/reduced lunch BY SITE.		

3. OPTIONAL: Household Income Survey Results
4. OPTIONAL: Community Eligibility Provision
 If your school participates in CEP, please provide the documentation on your direct free % by site from your state department of education. Be sure to clearly state exactly which sites your district is using CEP =OR= if you are using the aggregate district %
5. OPTIONAL: Special Sites Form Complete the spreadsheet to report all Non-Instructional Buildings, Special Programs, and New Entities.

****BE SURE TO NOTIFY US OF ANY NEW SITES FOR 2016-17****

Note: Forms listed are available on our web site: kelloggllc.com

TO RETURN COMPLETED DOCUMENTS:

UPLOAD AT THE KS CLIENT PORTAL: portal.erate470.com

or EMAIL TO: nslp@kelloggllc.com

or MAIL TO: KELLOGG & SOVEREIGN® CONSULTING, LLC ATTN: NSLP, 1101 STADIUM DRIVE, ADA, OK 74820-8459

QUESTIONS? CONTACT KSLLC (580) 332-1444