

WISH LIST REQUEST



210 South Main Street
North Syracuse, NY 13212

TEACHER/THERAPIST REQUESTING:

BEST WAY TO CONTACT REGARDING DECISION:
Email: _____

ROOM NUMBER: _____

Mailbox

<u>QUANTITY</u>	<u>ITEM REQUESTING</u>	<u>PRICE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please describe in detail the item(s) that you are requesting. _____

Why or how do you feel item(s) would benefit the program and/or your classroom? _____

If possible, attach a copy of the page from the catalog or website from which you are requesting the item. This will ensure that the correct item(s) will be ordered, if your request is approved.

WISH LIST GUIDELINES

- Requests will be reviewed at FNSEEP monthly meetings.
- Submissions must be received no later than 72 hours prior to a meeting to be placed on that month’s agenda.
- Either you or a representative needs to attend the FNSEEP meeting to present your request.
- All requests will be voted on at the FNSEEP meeting.
- All requests will be evaluated with the Rubric.
- Approval/Denial time may take up to two months for requested item(s).
- All requests may not be granted.
- Granted wishes will require a write-up in 6 months explaining how the item(s) benefited the program.

For FNSEEP Use Only:	
Date Received: _____	Budget Category: _____
Approved	Decision Date: _____
Denied	

FNSEEP Fund Request	1 Incomplete	2 Considered	3 Recommended	4 Highly Recommended	Score
JUSTIFICATION	Goal is unclear or not stated	Goal may impact student achievement or wellness	Goal is related to NSEEP or FNSEEP goals and will likely impact student achievement or wellness	Goal is aligned with NSEEP and FNSEEP goals and will directly impact student achievement or wellness	
IMPACT	Requested resources will impact an individual or a few students Requested resources will be for one time use or a brief timeframe	Requested resources will impact some students Requested resources will be used several times	Requested resources will impact many students Requested resources will be sustainable for the school year	Requested resources will impact all students Requested resources will be sustainable from year to year.	
NEED	Requested resources are available through the district or are already available at NSEEP	Requested resources are sometimes available through the district or NSEEP	Requested resources are rarely available through the district or NSEEP	Requested resources are not available through the district and do not already exist at NSEEP	
EVIDENCE	Evidence of success is not measurable or reportable	Evidence of success may be obvious and may be documented	Evidence of success will be obvious and may be documented	Evidence of success will be obvious and will be documented through measurable data, photos, or anecdotal records	

More information needed:

Total Score: _____ / 16

Approved _____ **Denied** _____