

**Kellogg & Sovereign® Consulting, LLC**  
**E-Rate 2017-18 Documents Needed for Discount Rate**  
**Due: 12/30/2016**

Please send us the following documents so we can determine your E-Rate discount rate for your 2017-18 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 WAVE Oct 1 Accreditation Grid Report (sub-report from the 1 <sup>st</sup> Consolidated Report) for <b>EACH</b> site	<b>Fall 2016 PEIMS Report: PRF5C019</b> (Economically Disadvantaged Students by Sex and Ethnicity) for EACH site – all pages)	<b>Site Reimbursement Claim Form</b> submitted to CT State Dept of Education (Oct 2016) for EACH site
2. Fall 2016 <b>low income student count form (SIGNED)</b>		
<b>All Other States:</b> 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 2017-18\*\***

Note: Forms listed are available on our web site: [kelloggllc.com](http://kelloggllc.com)

**TO RETURN COMPLETED DOCUMENTS:**

UPLOAD AT THE KS CLIENT PORTAL: [portal.erate470.com](http://portal.erate470.com)

or EMAIL TO: [nslp@kelloggllc.com](mailto: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**