

Kellogg & Sovereign® Consulting, LLC
E-Rate 2018-19 Documents Needed for Discount Rate
Due: 12/15/2017

Please send us the following documents so we can determine your E-Rate discount rate for your 2018-19 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 different forms)	Texas	Connecticut
1. Enrollment pages from your WAVE Oct 1 Student Enrollment Count Report (previously called Accreditation Grade Grid Report) for EACH site	Fall 2017 TSDS PEIMS Report: PDM1-120-001 (Economically Disadvantaged Students by Sex and Ethnicity) for EACH site – all pages)	Site Reimbursement Claim Form submitted to CT State Dept of Education (Oct 2017) for EACH site
2. Fall 2017 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 2018-19****

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

TO RETURN COMPLETED DOCUMENTS:

UPLOAD TO [KSLLC FTP SITE](#): Select Recipients – “Return bills and docs here”

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