

LETTER OF INTENT  
SCHOOL IMPROVEMENT GRANT (SIG) APPLICATION

Mr. Richard Caram  
Assistant State Superintendent  
Oklahoma State Department of Education  
2500 North Lincoln Boulevard  
Oklahoma City, Oklahoma 73105

Dear Mr. Caram:

On behalf of the district and Priority schools in

\_\_\_\_\_  
(District Name) (District Number)

This letter is to notify you that it is our intent to apply for a School Improvement Grant (SIG) as authorized under 1003(g) of the Elementary and Secondary Education Act (ESEA). Our application will be for:

- All Priority school(s) in the district.
- If not all eligible Priority schools, please attach schools to be served with letter of intent.

The list of eligible Priority schools can be located at the following link:

<http://www.ok.gov/sde/sites/ok.gov.sde/files/000%20List%20of%20priority%20schools%20SY2013-2014.pdf>

We understand that the following information, documentation, and agreements will be required of all districts submitting a School Improvement Grant application:

1. The completed School Improvement Grant application as required under 1003(g) of the ESEA.
2. The needs assessment and needs analysis will be used to determine one of the four required school intervention models, as outlined in the School Improvement Application and Guidance, and will be provided for each school served through the district application.
3. The local educational agency (LEA) agrees to participate in technical assistance as provided by the Oklahoma State Department of Education (OSDE).
4. A district representative is required to attend an overview webinar on Friday, March 7, 2014, 9:00am – 10:30am. To register, please go to: <https://oksdetraining.webex.com> Click the ‘Upcoming’ tab, then click ‘Register’ next to the session you would like to attend.

\_\_\_\_\_  
(Signature – Superintendent) (Date)

**Submit Letter of Intent to Apply by Tuesday, March 4, 2014, no later than 4:30pm to:**  
Oklahoma State Department of Education  
ATTN: Office of School Turnaround  
2500 North Lincoln Boulevard  
Oklahoma City, Oklahoma 73105

Letters of Intent may also be submitted by fax to 405-522-5310 or via email to [Iva.Owens@sde.ok.gov](mailto:Iva.Owens@sde.ok.gov)