



JOY HOFMEISTER  
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION  
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

## MEMORANDUM

**TO:** Superintendents and Special Education Directors

**FROM:** Matt Holder, Deputy Superintendent, Finance & Federal Programs  
Todd Loftin, Executive Director, Special Education Services  
Nancy Hughes, Executive Director, Financial Accounting/OCAS/Audits

**DATE:** October 12, 2016

**SUBJECT:** **Project 613: Special Education Professional Development**

In an effort to increase the ability of districts to attend events/trainings hosted by the Oklahoma State Department of Education Special Education Services division (OSDE-SES), the OSDE-SES is implementing a new program - Project 613: Special Education Professional Development. The purpose of this program is to reimburse districts the costs of travel and substitute teachers for eligible events/trainings.

The OSDE-SES will note the availability of funds from this program on the registration information for eligible events.

In order to take advantage of this opportunity, districts will need to obtain pre-approval by submitting a request via email to your Compliance, Data, and Finance Specialist. Please use "Project 613" in the subject line and provide the following details:

- 1) Names and title of staff members attending the event/training
- 2) Event/training title and date
- 3) Estimated total cost

Additional instructions will be sent after approval. After the event/training, districts will need to submit a computer generated Expenditure Summary and Detail report. This report must be faxed (405-522-2380) or emailed to your Compliance, Data, and Finance Specialist.

For questions, please contact:

Carole Tomlin: [carole.tomlin@sde.ok.gov](mailto:carole.tomlin@sde.ok.gov) – 405-521-2335  
Janet Felton: [janet.felton@sde.ok.gov](mailto:janet.felton@sde.ok.gov) – 405-521-3587  
Karen Howard: [karen.howard@sde.ok.gov](mailto:karen.howard@sde.ok.gov) – 405-522-1578

Thank you