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

**MEMORANDUM**

**TO:** Superintendents and Special Education Directors  
**FROM:** Todd Loftin Deputy Superintendent Special Education Services  
**DATE:** November 17, 2021  
**SUBJECT:** Project 613: Special Education Professional Development

In an effort to increase the ability of districts to attend professional development trainings hosted by the Oklahoma State Department of Education, Special Education Services Division (OSDE-SES), we have implemented Project 613. The purpose of this grant is to reimburse districts the costs of registration, travel, substitute teachers and lodging for approved professional development trainings.

Districts will need to complete an online application through the Grants Managements System (GMS). This grant does not have a pre-allocated budget, nor an application due date. Please refer to the spreadsheet published on our website, for a list of approved professional development trainings and the allowable expenses associated with each training. For reimbursement, districts will need to submit an online Expenditure Report through the GMS.

If you have questions, please contact a finance specialist below:

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