

CKNW

FUNDING CHECKLIST

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INTRODUCTION LETTER

The introduction letter is a letter from you introducing your family, your child, and outlining the reason for your funding request. The letter can be as long or as short as you would like it to be and can include as much information as you are comfortable sharing.

Some key points to include in this letter are:

Introduction of your child

- What they have difficulties with and what they excel at
- Things they enjoy doing
- Why one-to-one support would be beneficial

Summary of your family situation

- Summary of your family members
- Your occupation or employment status

If it is possible, please sign this letter.



2 LETTER OF SUPPORT

The letter of support can come from your family doctor, a learning support/resource teacher, or a classroom teacher. Please ask the person writing the letter of support to include the following points:

Introduction of themselves

Student's diagnosis

Students stretches in the classroom/at school, and any support they receive

That they would benefit from the specialized one-on-one support they receive from LDS (how tutoring supports the overall care plan)

The letter should be addressed to "Whomever it may concern."

Please ensure that the letter is written on a letterhead. If a letterhead is not available, please ask the individual to sign off on the letter and include an email address they can be reached at.



3 PROVIDER QUOTE

LDS will provide you with a provider quote. You should have received a provider quote in the same email as your child's placement offer. Please reach out if you have not received one, and a member of our Family and Student Services Team will provide you with one.

