

## **506 Form – Policy & Procedures**

Why complete a 506 form? Each year, federal funding to support Indian education programs is awarded to local education associations (LEAs) based on the number of completed 506 forms on file. This funding is utilized to meet the unique educational and cultural needs of local Indian students

### **LEA Enrollment System:**

- The 506 (paper) forms will be included in school enrollment packets in both Lapwai Elementary and Middle High School. See copy of form attached.
- Parents or guardians of newly enrolled students in Lapwai School District (only) will complete all school enrollment forms on-line, including the 506 form.
- When completed, the Indian Education staff will obtain the district signatures on the 506 form and file it in the Indian Education office.

### **Follow-up Procedure:**

- In October each year, 506 forms will be sent out to the family of students without a form on file. Secretaries in each building will be available to help families complete the form. The building secretaries will also assist in collecting the forms for the Indian Education Program.
- In November, a member of the Indian Education staff will call parents/guardians with a reminder to complete a 506 form.
- In addition, the Indian Education staff will make an effort to collect 506 forms at cultural events and as they meet with individual families and to answer questions.

### **Annual Review:**

- Each year, the 506 forms are reviewed for accuracy and completeness
- Incomplete forms- a copy will be sent home to be completed.
- Forms with incorrect information will be sent home with an explanation of the corrections needed.
- If the student's tribal enrollment number is missing, the local Indian Education staff will assist the parent in obtaining the enrollment number from the appropriate tribal office.

### **506 Form Records:**

- All records are kept in the Indian Education Office and are confidential.
- All forms are filed in the local Indian Education office.