

Conflict of Interest Letter

You will not be able to tutor until this letter is approved by CMSD. A representative of RES will notify you once this has been approved.

Directions:

Please print and fill out the form below. It is imperative you fill out the entire form. Name, address, phone, etc. is where you put in your information.

Where it says District Employment, make sure you fill in your position with them, what school you are employed at, and your duties with CMSD.

Where it says SES Provider Employment, the position of “Tutor” is filled in for you. Please make sure you put the location you will be tutoring at, and your duties should be **“provide afterschool tutoring in the subject of reading.”** **Note: At this time, leave location blank!**

Sign the form, and mail it to:
Renaissance Enrichment Services, LLC
ATTN: COI Letter
27817 W. Oakland Road
Bay Village, Ohio
44140

If you have any questions, please feel free to contact us prior to sending in this form.

PLEASE PRINT THE INFORMATION REQUIRED BELOW

CMSD EMPLOYEE NAME _____
CMSD EMPLOYEE ADDRESS _____
CMSD CITY/STATE/ZIP _____
CMSD EMPLOYEE PHONE NUMBER _____

Date: _____

Juanita M. Holt
No Child Left Behind Office
Cleveland Metropolitan School District
1380 East Sixth Street – Room 600 North
Cleveland, Ohio 44114

Dear Mrs. Holt:

Please consider this my request for permission to work for approved Supplemental Educational Services Provider, **Renaissance Enrichment Services, LLC**.

DISTRICT EMPLOYMENT			
Position:		School/Location:	
Duties:			
During the 2008-09 school year did you work for an Supplemental Educational Services Provider?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide the name of the Provider:			
SES PROVIDER EMPLOYMENT			
Proposed Position:	Tutor		
School/Location:			
Duties:			

I do not plan to refer CMSD students under my supervision to an SES provider.

I will not use school time, resources, or communications equipment such as telephones and computers to encourage CMSD students or their parents/families to receive tutoring from any specific SES Provider.

I do not have arrangement with any other CMSD employee (whether or not the other CMSD employee is also an employee of a SES Provider) to receive referrals of CMSD students in exchange for anything of value.

I will not tutor students in my own building.

I will not tutor my students off-site.

My compensation with provider is \$27.50/hr per child, up to 6 students at a time.

I am not required to refer any students to **Renaissance Enrichment Services, LLC** for payment.

Sincerely,

SIGNATURE