



COMMONWEALTH of VIRGINIA
Department of Education

December 11, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Revised Series XIV and Series XV Reimbursement Request Forms for Virginia Public School Authority (VPSA) Educational Technology Notes

In May 2015, Superintendent's Memo #136-15 announced Series XV of the Virginia Public School Authority (VPSA) Educational Technology Notes. This memorandum provided information about the latest VPSA educational technology grant program, which included the base grant and the second year of the e-Learning Backpack grant. Currently, five VPSA educational technology grant series are active: Series XI, XII, XIII, XIV, and XV.

Because of the increasing requirements for and differences between the base grants and the e-Learning Backpack grants and between the Series XIV and XV e-Learning Backpack grants themselves, it is necessary to provide revised reimbursement request forms. There will now be a separate reimbursement request form for the Series XIV and XV base grants and a separate request form for the two e-Learning Backpack series.

All four reimbursement request forms are now available for download from the Department of Education's Web site under the section "Reimbursement Forms" at:

http://www.doe.virginia.gov/school_finance/edu_technology_notes/index.shtml.

During this transition period, both the old and revised forms will be accepted, but when the Series XVI is announced in May 2016, only links to the revised forms will be on the Web site. Reimbursement request forms for Series XI, XII, and XIII will not change.

If you have any questions or difficulty using the new forms, please call Christina Snellings in the Budget Office at (804) 225-2025.

SRS/KCD/cs