



Paisley Distance Learning Program

5/8/2018

To Whom It May Concern,

You are receiving this letter because a student(s) at Paisley Distance Learning Program is/are interested in taking classes/lessons/tutoring with you. Our program provides funds for our students to do extra curricular activities that have been approved by their teacher.

We want to be sure you understand how our system works and what to expect if you agree to work with us and our student(s). A new vendor must comply with the following requirements before services may begin:

1. Completion and submission of Form W-9 to Paisley School District's business manager.
2. Electronic completion of a Vendor Contract form*.
*DigiSigner verifies and confirms your signature through an email link. Check your email immediately after submitting this form. Upon verification, this form is automatically submitted to the school district.
 - a. If your compensation rate varies depending on the particular activity or skill level of the student, please forward a rate schedule to Alexa at Paisley School District.
3. **For corporations or businesses with employees only** (not sole proprietors): Submission of valid Liability Insurance Certificate naming Paisley School District as Additional Insured with proof of a minimum liability insurance limit of \$1,000,000. Request this from your insurance company and it will be provided without a fee. Please contact Paisley School District's business manager for more information.

All forms are found on our website: paisleyschooldistrict.com. Under "quick links," click "vendor."

Please allow up to 2 weeks for the district to process this paperwork. Once the paperwork has been processed and approved by the school district, the student's parent will contact you to enroll the student(s). At that time, you may create an invoice for the parent to submit to the school. Please do not send the invoice directly to the school: give it to the parent.

Invoices must include:

1. Your business name (or name checks are to be issued to)
2. Your mailing address, phone number, and email address (if available)
3. The dates and type of classes/lessons/tutoring (i.e. piano lessons, math tutoring, etc.)
4. The name(s) of the student(s) enrolled, and the amount owed.
 - a. You may include more than one child from the same family on a single invoice.
 - b. For on-going classes, the invoice should include 3 months of classes. Please do not send a separate invoice for each month.
 - c. Invoices need to be in PDF or Word document format.
 - d. Invoices cannot include membership or uniform fees (these expenses need to be paid by the parent).

You will receive a check by mail within 6 weeks of the time the invoice is submitted to Paisley Distance Learning Program by the parent.

If you have any questions, please contact:

Heather Benjamin

Administrative Assistant

Paisley Distance Learning Program

- Phone: 503-385-5727
- Email: hbenjamin@paisleydlp.org

Paisley Distance Learning Program Principal, Emily Cothorn

- Phone: 503-961-2127
- Email: ecothern@paisleydlp.org

Paisley School District Business Manager, Mollie O'Leary

- Phone: 541-943-3111
- Email: mollie@paisleyschooldistrict.com

- Fax: 541- 943- 3129
- Mail: PO Box 97, Paisley, OR 97636