



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF LEARNING SERVICES - OFFICE OF COLLEGE AND CAREER READINESS

NEW COUNSELOR INSTITUTE (NCI) FINAL PAYMENT TO CONTRACTORS

NAME OF CONTRACTOR

INSTRUCTIONS

Nature of Services per Professional Services Contract: The contractor will also facilitate a minimum of three (3) networking opportunities for all members of his/her assigned cohort group between August 15 and December 31.

Please return via email: webreplyvae@dese.mo.gov or postal delivery no later than March 1:

Missouri Department of Elementary and Secondary Education
 Office of College and Career Readiness
 P.O. Box 480
 Jefferson City, MO 65102.

Questions: Contact School Counseling (573) 751-3368

DATE OF NETWORKING OPPORTUNITY	TYPE OF CONTACT (CONFERENCE CALL, E-CONVERSATION, SKYPE, FACETIME, GOOGLE DOCS, OTHER)

ASSURANCES

I hereby assure the above is accurate and I request payment of \$40 per networking opportunity up to \$120.00.

SIGNATURE OF CONTRACTOR	DATE
APPROVED BY	DATE

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email: civilrights@dese.mo.gov.