



September 28, 2009

Dear Sir/ Madam,

The Lansing School District is required by the State of Michigan to report specific information regarding individuals who perform contracted services AND had/have contact with school students. Our accounting records show that your company conducted contracted services during the current reporting period.

Please complete the following:

1. Did you (or individuals within your company) have (or will have) contact with students while fulfilling the service contract with the Lansing School District? (yes/no). _____
2. Was this contact with students on a regular and recurring basis? (yes/no). _____
3. If the answer to **both #1 and #2 are yes**, please complete Question #5 (Reporting Table) and #6 on reverse side of this form.
4. If the answer to **either question #1 or #2 is no**, Skip section #5 (Reporting Table) and proceed to question #6 (on reverse side).

Lansing School District
Purchasing Office, Room 200
519 West Kalamazoo
Lansing, MI 48933



5. Provide the following information for yourself and/or all employees of your company **that had/have regular and recurring contact with student(s).** Attach additional sheets if necessary.

Reporting Table

<u>Name</u>	<u>Job Title</u>	<u>Male/ Female</u>	<u>Social Security Number</u>	<u>Birth Date</u>	<u>Ethnicity*</u>	<u>Date of Hire</u>	<u>Date of Termination</u>	<u>Hours worked per week</u>

*Ethnicity- indicate one as follows: African American, Asian/Pacific Islander, Native American, Hispanic/Latino, Caucasian

6. **All responders** please complete the following:

Company/Contractors Name: _____	
Address: _____	City, State, Zip: _____
Email: _____	Phone: _____
Person completing this form (please print): _____	Title: _____
Signature: _____	Date: _____

Return this form via fax or by mail to the Lansing School District Purchasing Office (fax # 517.755.3019) by October 13, 2009. Please feel free to contact me if you have any questions.

Sincerely,

Celestine Hart, Purchasing
Lansing School District