

Form 479 Directions

Please download and then complete this as one document; in other words if you fill it out and scan it, please scan as ONE document, not three.

Administrative Authority's Form Identifier: This is something you make up - yes, you make it up. We have some suggestions:

- LEA #, XX County/City Schools or
- Charter #, XX Charter School/Academy

Block 1:

1. Name of Administrative Authority: this is the **name of your school/school district**
2. Funding year is 2022
3. Address and contact at the LEA or charter - self explanatory

Top of Page 2:

If you are handwriting this, make sure you complete the header information.

Block 2

6. THIS IS VERY IMPORTANT - ONLY CHOOSE ONE CHECK BOX!!!

- If you are an LEA you are already CIPA compliant - choose Box 6a
- If you are a charter who has been on NCREN, you are also (most likely) CIPA compliant and you also choose Box 6a
- If you are a NEW CHARTER, and are still BECOMING CIPA compliant, choose box 6b.

• **Under NO circumstances should you choose multiple boxes - either 6a or 6b.** Please do not check multiple boxes, and NEVER check Box 6c or 6d

- **Remember, either 6a (you are compliant) or 6b (you are working toward compliance).**

7 and 8. Please SIGN and DATE

9. Print your name

10. Print your title

11. Print your phone number