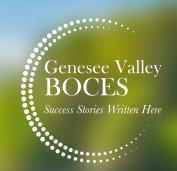
Cross Contract For BOCES Services Process Guideline



Process for Requesting a Cross-Contracted BOCES Service

Step 1: School Superintendent of district requesting service contacts its local BOCES to request the service or utilizes the attached document to initiate approval from local BOCES.

School Superintendent of district requesting service originates cross-contract form.



District's local BOCES District Superintendent receives cross-contract form.

Step 2: District Superintendent of district's BOCES signs the cross-contract form and forwards it to BOCES which may provide the service.

District Superintendent of local BOCES signs and forwards cross-contract form.



District Superintendent of BOCES providing the services receives the cross-contract form with two signatures.

Step 3: District Superintendent of BOCES willing to provide the service signs the cross-contract form and distributes it to the School Superintendent of the district requesting the service and the district's local BOCES District Superintendent.

District Superintendent of BOCES providing the service signs cross-contract form and distributes form with three signatures to:



School Superintendent of district requesting the service.

District Superintendent of school district's local BOCES.