

## Title VII Indian Education Formula Grant Student Eligibility ED506 Form

Dear Native Parents and Guardians of Native Students,

Thank you for your assistance in the completion and gathering of these important forms.

### **Step by Step ED506 Form Instructions:**

1. First, print out a copy of the ED 506 form. Both pages **MUST** be printed, back and front. It must be printed on **white paper**.

You can obtain a copy from the internet at <http://www2.ed.gov/programs/indianformula/resources.html> and click on "ED 506 Form".

2. Please print or write your information CLEARLY. Take care to sign your name at the bottom CLEARLY as well, because we are required to verify this information with to school records. Being able to read student and parent names is crucial.

**NOTE:** This form **MUST** be filled out by a parent/guardian. District or school staff cannot fill it out. Federal auditors do not allow any other handwriting or other ink colors on this legal form.

Forms needs to contain:

- A. Name of the student, date of birth, school name, and grade. Please make sure this is completely filled out.
- B. You **must** enter the Name of a US federally or state recognized Tribe or Organized Indian Group, such as Alaska Native Corporation, Rancheria, or other such entity. Canadian First Nations are **not** eligible for this funding. If **one** of the student's parents or grand-parents is an enrolled US tribal member, the child can qualify. Fill out a 506 form based on the US tribal member.
- C. Then check the box denoting whether your tribe is federally recognized, state recognized, terminated, or other Organized Indian Group as defined on the form. For instance, Alaskan Natives are members of Alaska Native Corporations that qualify. Next, you **must** put down the name of the person who is the enrolled member. In order to qualify for federal funding with this grant, this can be the student themselves, OR a parent, OR a grandparent who is enrolled in a UNITED STATES tribe. Many Native children in the metro area are not enrolled members themselves, but their parent or grandparent, is enrolled. Deceased parents or grandparents who are tribal members also meet the requirements for funding. On the other line, write down that the tribal member is deceased.
- D. **Check** the box of who is the enrolled member: the Child, Child's Parent or Child's Grandparent.
- E. Then, **if available**, enter the enrollment number of the tribally enrolled member under "Proof of Membership. If it is not readily available, then please write a reason on the line marked, **Other (explain)**.
- F. Finally, you **must** provide the address of your tribal/organizational offices with the enrollment data. Many urban Native do not have this information readily at hand. You can download a spreadsheet with addresses for tribes, both federally and state-recognized, and Alaskan Native Corporations, located on our school district webpage.
- G. Next, **sign, date, and provide your address and phone number**. Please print your name below your signature.
- H. Finally, you can return this to your child's school secretary. Your district receives federal funding based on a count of completed forms. The more forms on file, the more services they can fund.