



Amendment Description Instructions

EELO Applications

1. Enter a short description of all the changes in the text box. You are encouraged to use the Amendment Template below.
2. Save the page.

Amendment Template

- To maximize the efficiency of the approval process, you are encouraged to use the following Amendment Template:
- **From category/\$amount to category/\$amount for the purpose of/to purchase xx in response to/to prevent/to prepare for (how does it relate to student gains).**
- On cash requests please use the template language as well so there is a clear connection from the cash request to the budget/amendment.

Amendment Description Examples

- **From 600/\$12k to 100/\$10k and 200/\$2k for the purpose of staff salaries/benefits for AY 22-23 in response to the need for additional student academic and socio-emotional support due to Covid-related isolation and school closures.**
- **From 100/\$1k to 600/\$1k to purchase pottery wheel to increase student access, improve social distancing, and prevent transmission of infection**
- **From 200/\$2k to 600/\$2k to purchase student Chromebooks to respond to need for remote learning due to Covid-19**
- Changed Contact Information page to reflect change in district personnel.