
Do you need help in filing Mandated Services on line?

Is there a Mandate that you do not understand?

Sign up for one-on-one training with Katherine Better from
the Grants Management Office!

Classes are in half hour segments, and will be scheduled by
the Grants Management Office.

~simply~

Fill out the Mandated Services Training Checklist and
Fax it to: (518) 474-4674

Mary will call you with your appointment time and
directions.

Checklist for Mandated Services Online Training

1. How familiar are you with a computer? Circle the best answer.
1. Not at all. 2. I get by. 3. Use one on a regular basis. 4. Whiz kid
2. Have you ever personally filed for your school's Mandated Services?
1. No, new job for me. 2. Yes, but on paper 3. Yes, but with consultant 4. Yes.
3. Are you the person who is listed in SEDREF as the MSA contact or the CFO?
1. Yes 2. No If no, list how you are involved with MSA _____
4. Do you have a sign on, password and access to the online system? 1. Yes 2. No
5. Does your school have a vendor ID? 1. Yes 2. No 3. Never heard of it!
6. Are you familiar with the workings of the school? For example, who in the main office prepares the daily attendance sheet (if there is one), or why was the school in session for less days last year than the year before? Yes or No
7. Do you have the payroll, benefits and time records for all employees that have participated in Mandated Services? (The Mandated Services financial year is July 1, 2010 through June 30, 2011). Yes or No
8. Is there a particular question or part of Mandated Services that you do not understand? Please list here.

9. What is your internet browser? (Firefox, Internet Explorer, etc.) _____

10. Please circle which days and times are preferable for you:

Monday	AM	PM
Tuesday	AM	PM
Wednesday	AM	PM
Thursday	AM	PM
Friday	AM	PM

We will call you after we review your checklist. Please list a name and number where we can reach you during the day. We will try to accommodate as best we can, but scheduling will be limited. Please be patient. Thank you.

Name

Phone (include area code)