

Recommendations

- Use the New Coversheet to verify submission and receipt
- Make Sure You Have More than One Original Contract (Keep one in District files and send one to SEDPTU)
- Have Someone Review Everything prior to Submission
- Send SED One Original and No Copies
- Mail with Return Receipt for Proof
- Mail within 120 of First Day of Service
- Call or Email if you have Questions- 518-474-6541