



Comanche Nation K-12 Student Services

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Guidelines

Please read carefully before completing application.

Mission Statement

The Comanche Nation K-12 Student Services Program is a supplemental program which is to assist with the basic school needs of enrolled Comanche tribal children in grades Kindergarten - 12th.

Eligibility

Student(s) must be enrolled with the Comanche Nation. ***Pending enrollment will not be accepted.***

Student(s) must be enrolled in public, private or boarding school.

Student(s) must be enrolled in Kindergarten through 12th grade.

Application Process

The parent or legal guardian must submit a new application (one per child) every school year.

All completed applications must be submitted to the program office by the deadline. Application submission will begin July 18, 2016 with the deadline of August 31, 2016. **Applications must be complete with all required documents before assistance is rendered.**

The following documents **must** be attached with completed application:

- Tribal enrollment card or letter.
- Report Card for the previous school year (will accept progress report or awards) or form letter completed by student's school official or a class schedule for middle and high school students.
- Legal documents (custody order, power of attorney, etc.) stating legal custody/guardianship of student.

Assistance options are a Wal-Mart gift card or a clothing voucher from Bookcase Uniforms, JC Penny or rue21 for the purchase of clothing and/or school supplies only.

The following are not permitted: toiletries; consumable items such as foods/drinks; gas; cell phones; phone cards, game cards and music cards; sports gear; make-up; body sprays/colognes; purses and accessories.

Processing Time

Completed applications are processed by date received.

Due to the anticipated large volume of applications, please allow up to eight (8) weeks for processing and payments to be issued.

Receipts

Receipts must be returned to the Program Office. K-12 Student Services staff will review receipts to ensure clientele are following the guidelines. Deadline for receipt return is thirty (30) days after the check has been received.

High School Seniors

High school seniors will receive assistance towards the purchase of cap/gown/announcements OR senior portraits. If a deposit is required, it is the responsibility of the parent/guardian to make this payment. All payments for senior orders are made to the vendor. K-12 Student Services Program will not provide reimbursements on senior orders. Invoice deadline is March 3, 2017.

All services are provided once per program year.

It is the policy of CN K-12 Student Services that all information regarding the status of the application be given only to the legal parent or guardian of the student.

The K-12 Program does not assist with the following: Pre-K/Head Start; Day Care; Musical Instruments; Vocal Lessons; Senior Rings; Prom; Homecoming; Cheerleading; Sports and sports gear; Camps; GED; Job Corps; Private Schools; Tutoring; Summer/Night School; ACT/SAT Testing; Driving School/Drivers Ed; Leadership Conferences; Home School Curriculum or Laptops/Desktops/Tablets.