



SILVER CREEK CENTRAL SCHOOL DISTRICT

P. O. Box 270 ~ Silver Creek, NY 14136
Area Code 716-934-2603 ~ Fax 716-934-2083
website: www.silvercreekschools.org

Office of Pupil Personnel Services

Arts in Education Authorization Process

1. Staff interested in having an activity approved for this program must fill out the Erie 2 BOCES **Arts-In- Education Activity Pre-Approval** form.
 - Be sure to use the form that is pre-filled with the information for the designated District Contact (Director of PPS) on page 2.
 - The form must be completely filled in.
 - Include your contact information, cost per person, number of tickets, and the total cost of the event.
 - Be sure to indicate if the event requires prepayment (payment on/before event date).
 - The form must be *received by BOCES at least 30 days* prior to the event scheduled, so please allow time for processing.
2. Submit the Erie 2 BOCES pre-approval form and the principal-approved field trip form to Pupil Personnel Services.
 - The designated District Arts-in-Education Contact Person Director of PPS must sign the Arts in Education pre-approval form, no other signature is acceptable to authorize this form.
3. Pupil Personnel Services will submit the completed pre-approval form to BOCES.
 - The form must be received by BOCES at least 30 days prior to the event scheduled, so please allow time for processing.
4. Following completion of the event (unless prepayment is required), Pupil Personnel Services will verify that services were rendered and submit the claim to BOCES for payment.

District Mission:

*Silver Creek Central School District builds bridges with students
linking today's learning to tomorrow's possibilities.*