OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Improving our future by degrees

2026-2027

OKLAHOMA TEACHER CONNECTION

Lead Oklahoma

Site Program Agreement

THE OKLAHOMA TEACHER CONNECTION (OTC) WILL:

- Sponsor and fund training sessions and meetings designed to help implement the Lead Oklahoma program.
- Furnish curriculum guides and other support materials.
- Upon completion and receipt of the following, provide funds for the support of school site activities:
  - Undergo training in the Lead Oklahoma curriculum
  - Attend Conferences and Professional Development Meetings if Possible
  - Submit Program Agreement Form with appropriate signatures
  - Submit the Teacher and Administrator Contact Information Form
  - Submit the School Federal Identification Number
  - Ensure that all documentation from previous years (i.e., expenditure reports, surveys etc.) has been submitted.
  - If the program is not held for any reasons notify the OTC coordinator and return all grant money as soon as possible.

Note: The provision and amount of funding is contingent on annual state program appropriations.

THE SCHOOL AGREES TO:

- Use program grant funding in accordance with OTC and Oklahoma State Regents for Higher Education guidelines.
- Program funding may be used by the school to pay the cost of educational supplies (no equipment is allowed, nor plants or furniture) and material (publications and media), transportation to colleges of education or pre-approved trips from the OTC coordinator, and to provide substitute teachers so that Lead Oklahoma teachers may take field trips related to the goals of the OTC as well as OTC sponsored trainings, and meetings.
- Teacher agrees to communicate with the OTC coordinator via email or phone calls regarding program data, training opportunities or updates or when information is needed.
- *Provide experienced teacher(s) with exemplary teaching skills and high student rapport* to teach the Lead Oklahoma course.
- Ensure that students who are enrolled in the program are intellectually capable of completing the coursework and have the potential to succeed academically in high school and college.
- Emphasize the recruitment of students into teaching careers, in keeping with the Lead Oklahoma aim to help expand the future supply of teachers.
- Follow the Lead Oklahoma curriculum guidelines and use the curricula 75% of the course, with the understanding that teachers may develop activities of their own in keeping with the spirit of the program.

- Agree to take part in training sessions and meetings sponsored and funded by the OTC.
- Provide data to the OTC about student enrollment and course activities at each site.
- Communicate with OTC coordinator, as needed, and also to schedule site visits to observe LEAD class.
- **Provide an end of the year expenditure report and class surveys, by May 3, 2027, to our office**. This report will include all expenses listed and include accurate documentation and receipts from the school.
- **Utilize all grant funds to the best of your ability. There should be no carry over balance for the next school year.**

NAME OF SCHOOL _____

ADMINISTRATOR'S SIGNATURE _____ **DATE** _____

TEACHER'S SIGNATURE _____ **DATE** _____

Teacher and Administrator Contact Information

Administrator Information

NAME _____ **EMAIL** _____

SCHOOL ADDRESS _____

_____

_____

SCHOOL FEDERAL IDENTIFICATION NUMBER _____
(This number is needed for the OSRHE business office to process grant checks)

Teacher Information

NAME _____

CELL PHONE _____

EMAIL _____

Deadline: Form must be received by August 31, 2026

Cat Lewis
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