**Guidelines for Completing and Submitting PLPG Entry**

**General Directions**

* You may submit 1 entry per curriculum you support.
* Entries may not go over 2 pages
  + Sample partnership services must fit on Page 1
  + Sample Long-Term Relationship Model must be the only thing on Page 2
* Be clear and concrete; stray away from educational jargon.
* Keep margins, font size and font color as given.
  + Aligned High Quality Instructional Materials, Vendor: Times New Roman, 14
  + Contact Information: Times New Roman, 12
  + Vendor Description: Arial, 10
  + Information in the table: Arial, 10

**Vendor Description** (Arial, 10)

* Insert a 3-4 line description of your organization.

**Sample Partnership Services - Table** (Arial, 10)

* **Title & Description** – Insert concrete, clear titles and descriptions for up to 5 offerings.
  + Keep descriptions short enough so that the table and text below the table regarding your website fit on this page.
  + While your organization may offer more than 5 options for support, please highlight the 5 that most align with the work in Louisiana.
  + Then, defer to your website in the line below the table (Arial, 10).
* **Method** – Insert one of the following: virtual, f2f (face-to-face), or blended
* **Initial Support, Ongoing Support, Coaching Support, SWD Supports, EL Supports** – Copy and paste the checkmark in each row if the support is provided for that offering (*the check mark on the table was intentionally left so you can copy and paste it into the appropriate boxes. If this particular box should not be checked for your offering in this row, delete it before submitting*).
* **SWD Supports/EL Supports** – If checked, please include materials to address EL and SWD supports.

**Sample Long-Term Partnership Model**

* If desired, insert 1-2 examples of long-term partnership models (long-term partnership models should cover 1-3 years).
* Strive for clarity and simplicity; do not include anything that could possibly happen or every possible combination of services.
* Keep in mind that this is a sample, and districts/schools will contact you to customize for their sites.
* Ideal partnerships would include initial and ongoing supports, as well as focus on SPED and ELL supports throughout the model.
* Model(s) may not extend beyond this page. If you have a high resolution graphic, email it in high resolution format to [louisianacurriculumreview@la.gov](mailto:louisianacurriculumreview@la.gov).

**\*When submitting this form, please submit as a Word document.\***

**Aligned HQIM Product:** **XXX**

**Vendor: XXX**

**Contact:** <name>, <phone number>, <email address>

**Vendor Description**

XXX

**Sample Partnership Services (Limit 5 services, you may link to additional resources if needed)**

| **Title** | **Description** | Method | Duration | Initial Support | Ongoing Support | SWD Supports | EL Supports | Max # of Participants | Cost |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | virtual, f2f , or blended |  | ✓ |  |  |  |  | $ |
|  |  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |  |  | $ |

For more information about partnership services, including customized packages, contact XXX or visit <website>.

Vendor: **XXX**

**Sample Long-term Partnership Model**