

# NCUST

National Center for Urban School Transformation

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March 13, 2017

Mr. Carlos Ferralls, Principal  
Doral Academy Charter High School  
Doral Performing Arts and Entertainment Academy High School  
11100NW 27th St  
Doral, FL 33172



Dear: Mr. Ferralls,

Congratulations! Your school is one of 27 winners of the 2017 America's Best Urban Schools Award. Among the thousands of urban schools in the nation, yours is among the few that met all of our rigorous eligibility criteria. We selected your school as a winner because you demonstrated through multiple indicators that your school is achieving impressive academic results for every demographic group you serve. Our site-visit team validated that your school is truly one of America's best urban schools! The site-visit teams had the incredibly difficult task of determining which finalist schools presented the greatest evidence of strength in four areas: curricular rigor, instructional effectiveness, relational quality, and continuous improvement efforts. The team found considerable evidence of these strengths at your school; therefore, your school has been selected as one of only 14 schools that will receive either the Silver Award or the Gold Award at the 2017 America's Best Urban Schools Symposium.

The event will be held on May 16<sup>th</sup> and 17<sup>th</sup> at the Sheraton Music City Hotel in Nashville, Tennessee. We will pay travel expenses and registration for you and one other educator from your school to attend the symposium. (Please see the attached packet regarding travel and registration information.) As an award winner, you are expected to present a session at the symposium. Educators from across the nation will be eager to learn more about what your school has done to ensure the academic success of your students. Also, at the symposium, your school will be recognized at our awards ceremony on May 16<sup>th</sup>. At the award ceremony, you will receive a large banner announcing that your school is a winner of the 2017 America's Best Urban Schools Award. Also, your school will receive a check in the amount of at least \$2,500. Silver Award winners will receive \$2,500 checks and Gold Award winners will receive \$5,000 checks. Only four schools will be designated as Gold Award winners. We will not release the names of the Gold Award winners until the symposium. As a Silver or Gold Award winner, you will be recognized at a special reception in honor of our awardees. We will work with your district to develop special media releases to inform your community about your outstanding accomplishments. In addition to all of this, you are invited to nominate up to five of your school's students for our student speech contest, and you will have the opportunity to nominate one of your school volunteers for our school volunteer award. (Information about the speech contest and the volunteer award program is included in the attached packet.) Clearly, you can be proud of your school's designation as a Silver or Gold Award winner. You join an elite group of 145 schools that can claim to have been recognized as a winner of the America's Best Urban Schools Award. We look forward to celebrating your accomplishments in Nashville.

Please review the attached pages carefully to make sure that you complete each document by the due date. There is a limited amount of time before the symposium, and we want to make sure that we include your school fully. Congratulations!

Sincerely,

A handwritten signature in black ink that reads "Joseph F. Johnson, Jr." in a cursive script.

Joseph F. Johnson, Jr., Ph.D.  
Executive Director

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## **America's Best Urban Schools Silver or Gold Award Winner's Packet**

DUE on **March 24, 2017**

This packet is for Doral Academy Charter High School/Doral Performing Arts and Entertainment Academy High School.

Please return this completed packet (pages 2 through 5) to Ms. Meya Egan at [megan@mail.sdsu.edu](mailto:megan@mail.sdsu.edu) or at fax number 619-594-0501 **on or before March 24, 2017.**

### **SYMPOSIUM GENERAL INFORMATION**

The NCUST America's Best Urban Schools Symposium will be held on May 16<sup>th</sup> and 17<sup>th</sup>, 2017 at the Sheraton Music City Hotel in Nashville, Tennessee. The prior day (May 15<sup>th</sup>) will include pre-conference visits to selected high-performing and award-winning schools in the Nashville area. The symposium officially opens on May 16<sup>th</sup> and concludes on May 17<sup>th</sup>. During the symposium, you will have opportunities to attend sessions from other winning schools and districts. As well, you will have the opportunity to hear outstanding keynote speakers and featured presentations designed to support your efforts to continue improving teaching and learning at your school. **The award ceremony, during which we will present your award, is scheduled for 12:30 p.m. on May 16<sup>th</sup>.** A reception for you and the other award-winning schools is scheduled will be held at 3:30 p.m. on May 16<sup>th</sup>.

### **SYMPOSIUM REGISTRATION**

As a Silver or Gold Award winner, you will receive **two complimentary registrations** to the 2017 NCUST America's Best Urban Schools Symposium. We encourage you to register additional persons; however, additional registrants must pay the symposium registration fee.

Please indicate here the names and information for the individuals who will receive the **free** registrations:

#### **Free Registrant #1:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

#### **Free Registrant #2:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

(Please **do not** complete the on-line registration on the NCUST site for the persons listed above.)

**To register other individuals from your school to attend the symposium, please access and complete the registration form on our website at <http://www.ncust.com>.** We encourage you to register early. Not only is this a great opportunity to celebrate your school's accomplishment, but also this is a tremendous professional development opportunity to learn from other impressive high-performing urban schools. Many previous winners have used Title I funds or professional-development funds to pay for registration and travel costs for their personnel to attend this event.



**PRE-CONFERENCE VISITS TO HIGH-PERFORMING/AWARD-WINNING SCHOOLS**

On Monday, May 15<sup>th</sup>, we will feature pre-conference visits to other high-performing/award-winning schools. There is a separate registration fee of \$100.00 for this event. If the free registrants or other educators at your school wish to attend this event, you must register and pay the fee.

CAUTION: Registration slots for the pre-conference visits are very limited and generally sell out quickly, so it is important to pre-register early if you wish to experience this great opportunity to see other impressive high-performing schools.

Please indicate below if the free registrants are interested in attending the pre-conference visits. NCUST will send you an invoice for the cost of the visit.

Free Registrant #1:

Registrant will attend the pre-conference visits to high-performing/award winning-schools.

Elementary school visits  Middle school visits  High school visits

Registrant will not attend the pre-conference visits to high-performing/award-winning schools.

Free Registrant #2:

Registrant will attend the pre-conference visits to high-performing/award winning-schools.

Elementary school visits  Middle school visits  High school visits

Registrant will not attend the pre-conference visits to high-performing/award-winning schools.

**ACCOMMODATIONS**

We have booked a block of rooms at the Sheraton Music City Hotel. We will provide **free hotel accommodations for the individuals listed above as the free registrants**. Generally, accommodations will be provided for the nights of May 15<sup>th</sup> and 16<sup>th</sup>. The free registrants may extend their hotel stay to prior nights or nights subsequent to the symposium at their own expense. Please indicate below if and when the free registrants would like a hotel room during the symposium.

Free Registrant #1

Name of Registrant: \_\_\_\_\_

Registrant will need a hotel room for the following nights:

Mon. 5/15  Tue. 5/16  OR Will not need a hotel room

Free Registrant #2

Name of Registrant: \_\_\_\_\_

Registrant will need a hotel room for the following nights:

Mon. 5/15  Tue. 5/16  OR Will not need a hotel room

All other registrants from the school will need to make their own reservations at the Sheraton Music City Hotel. Reservation information is accessible from the NCUST website at <http://www.ncust.com>.



**TRAVEL**

NCUST is pleased to provide complimentary airfare and certain other travel expenses for the free registrants from your school. Travel for all other attendees will be at the school's expense. The following information is essential to help us meet the travel needs for the free registrants.

**Travel by Air:**

Travel Preferences for Free Registrant #1:

I request a flight to the symposium.       I do not request a flight to the symposium.

Name as appears on driver's license: \_\_\_\_\_

Date of birth: \_\_\_\_\_

I prefer to leave \_\_\_\_\_ (airport) on \_\_\_\_\_ (date) at \_\_\_\_\_ (time of day).

We will arrange your return flight for Wednesday, May 16<sup>th</sup> after 3:00pm.

Travel Preferences for Free Registrant #2:

I request a flight to the symposium.       I do not request a flight to the symposium.

Name as appears on driver's license: \_\_\_\_\_

Date of birth: \_\_\_\_\_

I prefer to leave \_\_\_\_\_ (airport) on \_\_\_\_\_ (date) at \_\_\_\_\_ (time of day).

We will arrange your return flight for Wednesday, May 16<sup>th</sup> after 3:00pm.

**GROUND TRANSPORTATION**

The Sheraton Music City Hotel will provide complimentary ground transportation to and from the Nashville Airport (BNA). Upon arrival to BNA, please contact the hotel at (615) 885-2200 to request for the shuttle to pick you up. The use of alternative ground transportation will be at your own expense.

**MEALS**

The free registrants will be reimbursed for meals from the time they leave home on the day of travel at the following rates: \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Tuesday and Wednesday breakfast and lunch will be provided at the symposium. Dinners are on your own and will be reimbursed up to \$25 each.

**YOUR PRESENTATION**

We look forward to featuring your school in a session at the symposium. Typically, these sessions will have audiences of 40 to 100 principals, teachers, and district administrators. The principal or another administrator from your school must lead this session. Your school's session is scheduled from **9:45 AM to 10:55 AM on Tuesday, May 16, 2017**. We ask that you prepare a short presentation that lasts no longer than 25 minutes. At the end of 25 minutes, a facilitator will begin engaging the audience in discussion of your presentation. Generally, our audience members have questions, comments, and perspectives that contribute to an engaging dialogue that everyone values. Therefore, we greatly appreciate your efforts to keep your presentation to 25 minutes or less so there is ample time for discussion. Do not try to tell the audience everything about your school. We encourage you to focus upon the following points in your presentation:



**YOUR PRESENTATIONS (continued)**

- General information about your school (size, demographics, history)
- Any special challenges that might have made it more difficult for your school to achieve academic success (barriers that you have had to deal with or overcome)
- Specific information about the successes achieved at your school in recent years
- The top three factors that have influenced positive learning results at your school. (It is far better when presenters are SPECIFIC about the factors they believe have had the greatest influence on better learning results.)
- Your top recommendation for schools that are interested in achieving results similar to those you have achieved.

Please list the precise name and title of the individual(s) who will present this session. Do not list more than two names. If the individual possesses a doctoral degree, please indicate the type of degree (e.g., Ed.D. or Ph.D.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

It is not required, however, most presenters will create a short PowerPoint presentation to share during their session. We will provide a laptop computer and a projector. **If you need assistance in planning your presentation, please contact the team leader for your visit: Ms. Cara Riggs at [criggs@mail.sdsu.edu](mailto:criggs@mail.sdsu.edu). Please send a copy of your presentation to Ms. Meya Egan at [megan@mail.sdsu.edu](mailto:megan@mail.sdsu.edu) on or before April 28, 2017.**

In addition to your school's featured session, you or other registrants from your school may be invited to participate as part of special panel presentations. An NCUST representative will contact you before March 31, 2017 to let you know if we would like you to participate on a special panel. The panel presentations will require minimal or no preparation from you.

**AWARDS**

At the awards ceremony, you will receive a large banner that you will be able to hang at your school. The banner will identify your school as a 2017 America's Best Urban Schools Award winner. Please print or type the name of the school, as it should appear on the banner. Also, please indicate the name of your district, as it should appear on the banner.

Name of school: \_\_\_\_\_

Name of district: \_\_\_\_\_

At the awards ceremony, you will receive a check for \$2,500. If however, your school is one of the four Gold Award winners, you will instead receive a \$5,000 check. **Please complete the attached Vendor Information Form (Attachment 3) so we can process your award check.**

As an award winner, you will receive bumper stickers that you can give to teachers and staff members. The bumper stickers will proudly announce, "I work at one of America's best urban schools." As well, you will receive bumper stickers that you can give to parents. Those bumper stickers will indicate, "My child attends one of America's best urban schools."

Number of "I work at one of America's best urban schools" bumper stickers needed: \_\_\_\_\_

Number of "My child attends one of America's best urban schools" bumper stickers needed: \_\_\_\_\_

## **STUDENT SPEECH CONTEST**

NCUST is offering a special opportunity exclusively to the winners of 2017 America's Best Urban Schools Award. Students at each of the award-winning schools are eligible to compete in our speech contest. Each student winner will receive a check from NCUST for \$200. A school may submit up to five (5) student entries. If a school submits five (5) student entries that meet the award criteria, NCUST guarantees that at least one student will be a winner.

Award Criteria:

1. Students must write and deliver an original speech that responds to the prompt, *"How My School Influences My Life."*
2. Each student speech must not exceed five minutes in length.
3. Students should be encouraged to memorize the speech. However, if written assistance is necessary, please have students hold the paper so it does not block their faces.
4. Students should stand, speak clearly at an adequate volume, smile, make eye contact, and use appropriate hand/arm gestures when delivering their speech.
5. Student speeches will be judged based on the following characteristics: clarity, organization, delivery, sincerity, use of language, and originality.
6. Speeches must be recorded and submitted to NCUST on a DVD.
  - a. *General video specs:* Make sure to record in high-definition video (1920 x 1080); if you have an HD camera and it's set to shoot video at 1080p, you'll be fine.
  - b. *Filming:* Video should be shot against a white or single-color background if possible. If the camera is not stationary (tripod; recommended), the camera operator must maintain a still position. Most newer cameras have image stabilization, which should minimize issues. (*Note: Record a few tests to ensure adequate lighting.*)
  - c. *Presentation:* Position / focus the video camera such that it records you at no lower than waist level; no more, no less. We will crop it as necessary.
  - d. *Saving Your Video:* To extract the video, connect the camera to your computer and, using your camera's software (which you should have installed on the computer), save the file as an .MP4, .MPEG, .AVI or .MOV file (your software may have any or all of these options, depending on whether you have a Mac or PC, etc.). Please do NOT use DVD making software or attempt any corrections or effects with movie software.
7. Each DVD submission must be accompanied by a signed permission form (Attachment 1), from the parent of each student speaker, giving NCUST full rights to use the speech and the recording as NCUST deems appropriate. (See the attached permission form.)
8. Each DVD submission must also be accompanied by the following:
  - A. A submission form (Attachment 2) that lists each student speaker's full name, grade level, and each student speaker's current classroom teacher, English teacher, or other current teacher who plays a primary role in developing the student's literacy skills.
  - B. Vendor Information Form (Attachment 3) – Please have the student or the parent fill out the yellow highlighted portions only. This form is needed to process the check should the student be a speech contest winner.
9. **Each DVD submission must be received by NCUST by 5:00 p.m. on Friday, April 21, 2017.**  
Submissions must be sent to:

NCUST,  
5500 Campanile Drive, EBA 332  
San Diego, CA 92182-1165

NCUST cannot guarantee that late submissions will be considered; therefore, please ensure that submissions are received on or before April 21, 2017.

**STUDENT SPEECH CONTEST (continued)**

Speech contest winners will be announced at the symposium awards ceremony on May 16, 2017. Video of winning speeches will be presented at various times and venues throughout the symposium. As well, winning speeches will be featured on the NCUST website.

Questions regarding the speech contest should be addressed to Dr. Lynne Perez, Deputy Director, National Center for Urban School Transformation at [lperez@mail.sdsu.edu](mailto:lperez@mail.sdsu.edu).


**PARENT/COMMUNITY VOLUNTEER AWARD CONTEST**

NCUST is offering a new opportunity for award winners to nominate a person or an entity whose volunteerism has made a significant contribution to the school's success. If you wish to nominate a parent, a community volunteer, or a community organization, the principal must submit a letter (no longer than two pages) that specifies how the volunteer (or volunteer organization) has influenced the school's success. The letter must be received by Meya Egan at [megan@mail.sdsu.edu](mailto:megan@mail.sdsu.edu), on or before March 31, 2017. NCUST cannot guarantee that letters received after April 21, 2017 will be considered.

From the nominations received, NCUST will select one Parent/Community Volunteer Award Winner. The volunteer will receive a \$500 check. The check will be presented to the school principal at the award ceremony on May 16, 2017.

We look forward to seeing you in May! Please let us know if you have any questions, or if we can help in any way.

Congratulations!



Joseph F. Johnson, Jr., Ph.D.  
Executive Director

## **Attachment 1: NCUST Speech Contest Parent Permission Form**

I permit my child to participate in the speech contest sponsored by the National Center for Urban School Transformation (NCUST). I understand that this contest is open to students who are enrolled at one of the 27 schools in the United States that are winners of the 2017 America's Best Urban Schools Award. I understand that the contest requires that my child develop a speech on the topic, "How My School Influences My Life." I further understand that the school will make an audio and visual recording of my child delivering his/her speech. This recording will be sent to NCUST. I give my child's school permission to record my child presenting his/her speech. As well, I give my child's school permission to send the audio and visual recording to NCUST.

I understand that NCUST will judge all of the speech contest submissions and determine winners. Winners will be determined based on the following characteristics: clarity, organization, sincerity, use of language, delivery, and originality. NCUST will announce the winners of the contest on May 16, 2017. Each winning student will receive a check from NCUST for \$200.

I give permission for NCUST to use the video and audio recording of my child's speech as NCUST deems appropriate. I understand that excerpts of my child's speech, or the speech in full, might be played at the NCUST America's Best Urban Schools Symposium. Excerpts, or the speech in full, might also be made available on NCUST's website: <http://www.ncust.com> or in other audio or visual products developed by NCUST to further its mission of identifying, celebrating, studying, and promoting the best practices of high-performing urban schools. I grant NCUST full rights to use any or all of my child's speech or the audio and/or visual recording of my child's speech as the Center deems appropriate.

Parent's Name Printed: \_\_\_\_\_

Parent's Name Signed: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Name of Child's School: \_\_\_\_\_

Date: \_\_\_\_\_



## Attachment 2: NCUST Speech Contest Submission Form

Please submit this form with the DVD of speech contest entries.

The following student presenters are from:

Name of School: \_\_\_\_\_

Name of District: \_\_\_\_\_

*The presentations on the accompanying DVD are in the order listed below:*

1<sup>st</sup> speaker: Full Name: \_\_\_\_\_ Grade \_\_\_\_\_  
Name of Student's Teacher<sup>1</sup>: \_\_\_\_\_

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2<sup>nd</sup> speaker: Full Name: \_\_\_\_\_ Grade \_\_\_\_\_  
Name of Student's Teacher<sup>1</sup>: \_\_\_\_\_

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3<sup>rd</sup> speaker: Full Name: \_\_\_\_\_ Grade \_\_\_\_\_  
Name of Student's Teacher<sup>1</sup>: \_\_\_\_\_

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4<sup>th</sup> speaker: Full Name: \_\_\_\_\_ Grade \_\_\_\_\_  
Name of Student's Teacher<sup>1</sup>: \_\_\_\_\_

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5<sup>th</sup> speaker: Full Name: \_\_\_\_\_ Grade \_\_\_\_\_  
Name of Student's Teacher<sup>1</sup>: \_\_\_\_\_

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**Please do not submit more than five speeches from your school. Please be certain to include a signed parent permission form and signed Vendor Information Form for each student speaker listed.**

If NCUST has questions or concerns regarding the submission, the person who can best respond to those questions is \_\_\_\_\_ who can best be reached at the following phone number: \_\_\_\_\_ or e-mail address: \_\_\_\_\_.

<sup>1</sup> The teacher listed should be the student's current classroom teacher. If the student has multiple teachers, we recommend listing the teacher who teaches the student English and/or reading or the teacher who provided the primary support in developing his/her speech for this contest.

# Attachment 3: Vendor Information Form for 2017 ABUS Winning School

## SAN DIEGO STATE UNIVERSITY RESEARCH FOUNDATION

### VENDOR INFORMATION FORM

(This form is required in order to do business with SDSURF and is used in lieu of IRS Form W-9)

**GET INFORMATION FROM DISTRICT ACCOUNTS PAYABLE ABOUT TYPE OF VENDOR**

To protect your information, please mail or fax this completed form to:  
**NCUST**  
 San Diego State University  
 5500 Campanile Drive, EBA-332  
 San Diego, CA 92182-1165  
 P: (619) 594-7905 F: (619) 594-0501

#### General Business Information

Name of Business, **Organization**, or Name of Person (if payment is to an individual): **SCHOOL DISTRICT OF FISCAL ENTITY**

Trade Name (DBA): **SCHOOL NAME**

**Mailing Address** (if remit and physical addresses are different, please provide on a separate sheet):

**City:**

**State:**

**Zip:**

**Telephone No.:**

**Fax No.:**

Toll Free No.:

Business License No./State:  
**NOT APPLICABLE**

What are your standard payment terms (e.g. net 30)?  
**NOT APPLICABLE**

Email Address:

Web Address:  
**NOT APPLICABLE**

Do you accept credit cards?  
 Yes     No    **NOT APPLICABLE**

If Sole Proprietor, Name of Owner  
**NOT APPLICABLE**

#### Vendor Type/Residency Status

#### Vendor Activity

- CORPORATION**  
 (Enter Federal Employer Identification Number)  
 □□ - □□□□□□□□
- LIMITED LIABILITY COMPANY (LLC)**  
 (Enter Federal Employer Identification Number)  
 □□ - □□□□□□□□  
 Resident     Nonresident (See Instructions)
- PARTNERSHIP**  
 (Enter Federal Employer Identification Number)  
 □□ - □□□□□□□□  
 Resident     Nonresident (See Instructions)
- INDIVIDUAL/SOLE PROPRIETOR (STUDENT'S SSN)**  
 (Enter Social Security Account Number, Not FEIN)  
 □□□ - □□ - □□□□□  
 Resident     Nonresident (See Instructions)
- SDSU/SDSURF**  
 (Faculty/Staff/Student/Alumni - Enter Red ID)  
 □□□ - □□ - □□□□□
- ESTATE OR TRUST**  
 (Enter Federal Employer Identification Number)  
 □□ - □□□□□□□□  
 Resident (Estate) - Decedent was a CA resident at time of death  
 Resident (Trust) - At least one trustee is a CA resident  
 Nonresident (See Instructions)

- MEDICAL SERVICES (Including dentistry, podiatry, psychotherapy, optometry, chiropractic, etc.)
- ATTORNEY FEES
- SERVICES (Non-medical)
- EQUIPMENT / SUPPLIES
- RENT
- NON-EMPLOYEE COMPENSATION (Including services, maintenance, construction, etc.)
- INTEREST (Exempt from withholding)
- ROYALTIES
- PRIZES AND AWARDS
- LEGAL SETTLEMENT
- OTHER (Specify) HONORARIUM**

## Attachment 3: Vendor Information Form for 2017 ABUS Winning School

Conflict of Interest	
<b>Does any individual employed by San Diego State University (SDSU) or San Diego State University Research Foundation (SDSURF) have a significant interest** in your business?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>**This includes any situation where an SDSU or SDSURF employee and/or his or her spouse or child has a connection to the above referenced vendor; however, student relationships are not considered. A conflict of interest is one that a reasonable person would think may appear to compromise the open, competitive process.</small>	
<b>If conflict of interest has been indicated, please complete the following section:</b>	
<b>Employee's Name</b> NOT APPLICABLE	<b>Telephone No.:</b> NOT APPLICABLE
<b>Employee's relationship or position within company:</b> NOT APPLICABLE	

Business Classification – Refer to Business Classification Table for definitions. Check all that apply.
<input type="checkbox"/> Large Business (LG) <input type="checkbox"/> Small Business (SM) <input type="checkbox"/> Small Disadvantaged Owned Business (SD) (*) <input type="checkbox"/> Small Woman Owned Business (SW) (*) <input type="checkbox"/> Small Veteran Owned Business (SV) (*) <input type="checkbox"/> Small Service Disabled Veteran Owned Business (S2) (*) <input type="checkbox"/> Historically Black College/University (HB) (*) <input type="checkbox"/> Minority Institutions (MI) <input type="checkbox"/> HUBZone Underutilized Business (HZ) <input type="checkbox"/> Foreign Owned Business (FS) <input checked="" type="checkbox"/> Other: <b>SCHOOL</b>
<b>Note: (*) Include copy of certification(s).</b>

Debarment, Suspension, and Other Responsibility Matters
A. The vendor certifies that it and its principals: <ol style="list-style-type: none"> <li>1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;</li> <li>2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;</li> <li>3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of paying person(s) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress; and</li> <li>4. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and</li> </ol> B. Where the vendor is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this information form.

Substitute IRS Form W-9 Certification:			
<b>Under penalties of perjury, I hereby certify that the taxpayer identification number shown on this form is correct, and that I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding as a result of a failure to report all interest or dividends, and I am a U.S. person (including a U.S. resident alien). Note: The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.</b>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%; border: none;"><b>SIGN HERE →</b></td> <td style="width: 60%; border: none; background-color: yellow;"><b>Signature of U.S. Person</b></td> <td style="width: 20%; border: none;"><b>Date</b></td> </tr> </table>	<b>SIGN HERE →</b>	<b>Signature of U.S. Person</b>	<b>Date</b>
<b>SIGN HERE →</b>	<b>Signature of U.S. Person</b>	<b>Date</b>	

SCHOOL REPRESENTATIVE'S SIGNATURE

# Attachment 3: Vendor Information Form for 2017 ABUS Winning School

## INSTRUCTIONS FOR VENDOR INFORMATION FORM

### PURPOSE OF FORM

Section 6109 of the Internal Revenue Service (IRS) code requires you to provide your correct taxpayer identification number (TIN) to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you. San Diego State University Research Foundation requests that the Vendor Information Form be used in lieu of IRS form W-9.

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### DETERMINE U.S. VS FOREIGN STATUS

**U.S. Person** - Use this form only if you are a U.S. person (including a resident alien) to provide your correct TIN to the requestor, and when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Nonresident Alien** - Do not use this form. Instead, use IRS form W-8, Certification of Foreign Status of Beneficial owner for U.S. Tax Withholding. See IRS Publication 515, "Withholding of Tax on Nonresident Aliens and Foreign Entities" for more information.

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### DETERMINE STATE OF CALIFORNIA RESIDENCY STATUS – RESIDENT OR NONRESIDENT

Each corporation, individual/sole proprietor, partnership, estate or trust doing business in the State of California must indicate their residency status along with their taxpayer identification number.

A **corporation** will be considered a "resident" if it has a permanent place of business in California. The corporation has a permanent place of business in California if it is organized and existing under the laws of this state or, if a foreign corporation has qualified to transact intrastate business. A corporation that has not qualified to transact intrastate business (e.g., a corporation engaged exclusively in interstate commerce) will be considered as having a permanent place of business in this state only if it maintains a permanent office in this state that is permanently staffed by its employees.

For **individuals/sole proprietors**, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

For withholding purposes, a **partnership** is considered a resident partnership if it has a permanent place of business in California. An **estate** is considered a California estate if the decedent was a California resident at the time of death and at least one trustee is a California resident.

More information on residency status may be obtained by calling the Franchise Tax Board at the numbers listed below:

- From within the United States, call..... 1-800-852-5711
- From outside the United States, call..... 1-800-854-6500
- For hearing impaired with TDD, call.....1-800-822-6568

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### ARE YOU SUBJECT TO NONRESIDENT WITHHOLDING?

Payments made to nonresident vendors, including corporations, individuals, partnerships, estates and trusts, are subject to withholding. Nonresident vendors performing services in California or receiving rent, lease or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for state income taxes. However, no withholding is required if total payments to the vendor are \$1,500 or less for the calendar year.

A nonresident vendor may request that income taxes be withheld at a lower rate or waived by sending a completed form FTB 588 to the address listed below. A waiver will generally be granted when a vendor has a history of filing California returns and making timely estimated payments. If the vendor activity is carried on outside of California or partially outside of California, a waiver or reduced withholding rate may be granted. For more information, contact:

Franchise Tax Board  
Withhold at Source Unit  
Attention: State Agency Withholding Coordinator  
P.O. Box 651  
Sacramento, CA 95812-0651  
Telephone: 916-845-4900 FAX: 916-845-4831

**If the Franchise Tax Board has authorized a waiver or reduced rate of withholding, attach a copy to this form.**

## Attachment 3: Vendor Information Form for 2017 ABUS Winning School

BUSINESS CLASSIFICATION TABLE	
Business Classification	Classification Description
<b>Large Business</b>	A large business is a domestic business that does not meet the small business size standard as per the Small Business Administration (SBA) definition. The threshold for number of employees and revenue varies depending on the product and/or service. Refer to <a href="http://www.sba.gov/size">www.sba.gov/size</a> in order to determine status.
<b>Small Business</b>	A small business concern is "one that is independently owned and operated and is not dominant in its field of operation". The Small Business Administration (SBA) has established a table of size standards matched to the North American Industrial Classification (NAICS) codes and standards. Refer to <a href="http://www.sba.gov/size">www.sba.gov/size</a> in order to determine status. <b>Businesses meeting the NAICS criteria may self-certify.</b>
<b>Small Disadvantaged Owned Business</b>	A small disadvantaged owned business must be owned by at least one or more disadvantaged individual(s), or in the case of a publicly owned business, at least 51% of the stock must be owned by one or more disadvantaged individual(s), and whose management and daily operations are controlled by one or more disadvantaged individual(s). Businesses meeting these criteria must be certified by a federal, state, or local government agency as having met the standards consistent with 13 CFR Part 124, Subpart B.
<b>Small Woman Owned Business</b>	A small woman owned business must be owned by one or more women, or in the case of a publicly owned business, at least 51% of the stock must be owned by one or more women, and whose management and daily operations are controlled by one or more women. Businesses meeting these criteria must be certified by a federal, state, or local government agency as having met the standards criteria.
<b>Small Veteran Owned Business</b>	A small veteran owned business must be owned by one or more veterans, or in the case of a publicly owned business, at least 51% of the stock must be owned by one or more veterans, and whose management and daily operations are controlled by one or more veterans. Businesses meeting these criteria must be certified by the Veterans Administration.
<b>Small Service Disabled Veteran Owned Business</b>	A small service disabled veteran owned business must be owned by one or more service disabled veteran(s), or in the case of a publicly owned business, at least 51% of the stock must be owned by one or more service disabled veteran(s), and whose management and daily operations are controlled by one or more service disabled veteran(s). Businesses meeting these criteria must be certified by the Veterans Administration.
<b>Historically Black College/University</b>	A historically black college/university is an institution of higher education that meets the requirements of 34 CFR 608.2. Refer to U.S. Dept of Education web site <a href="http://www.ed.gov/about/inits/list/whhbcu/edlite-list.html">www.ed.gov/about/inits/list/whhbcu/edlite-list.html</a> for a complete listing.
<b>Minority Institution</b>	A minority institution is an institution of higher education that meets the requirements of the Higher Education Act of 1965, 20 U.S.C. 1135d-5(3), Section 1046(3). Refer to U.S. Dept. of Education web site <a href="http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst-list-tab.html">www.ed.gov/about/offices/list/ocr/edlite-minorityinst-list-tab.html</a> for a complete listing.
<b>HUBZone</b>	A HUBZone business is located in an underutilized business zone. The Small Business Administration (SBA) determines HUB Zones. Refer to SBA web site <a href="http://map.sba.gov/hubzone/init.asp">http://map.sba.gov/hubzone/init.asp</a> to validate zones by entering a zip code.
<b>Foreign Business</b>	A foreign business is organized and exists under the laws of another country other than the U.S. The U.S. includes the 50 states, District of Columbia, Puerto Rico, Northern Marianna Islands, U.S. territories, and any other locations subject to U.S. jurisdiction.

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### PRIVACY ACT NOTICE

The IRS uses the taxpayer identification numbers provided on this form for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. The information may also be disclosed to other countries under a tax treaty, or to federal and state agencies to enforce federal non-tax criminal laws and to combat terrorism.

***You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.***

## **2017 America's Best Urban Schools Award Winner's Checklist**

- Please return this completed packet (pages 2 through 5 and Attachment 3: Vendor Information Form for 2017 ABUS Winning School) to Ms. Meya Egan at [megan@mail.sdsu.edu](mailto:megan@mail.sdsu.edu) or at fax number 619-594-0501 **on or before March 24, 2017.**
- Register other school personnel for the symposium at the school's cost at <http://www.ncust.com>. Also, considering registering for the pre-conference school site visits that will be held on May 15, 2017. We encourage you to register as early as possible.
- Notify teachers and students about the student speech contest as soon as possible. Students will need time to prepare their speeches and you may need time to identify your five finalists.
- Submit a DVD with no more than five student speeches with accompanying NCUST Speech Contest Parent Permission Form (Attachment 1) and NCUST Speech Contest Submission Form (Attachment 2) to NCUST. Make sure that NCUST receives these **on or before April 21, 2017.**
- Submit a letter nominating a parent volunteer, community volunteer, or community agency for the parent/community volunteer award. Make sure that NCUST receives the nomination on or before April 21, 2017.**
- Prepare the presentation for your session at the symposium. Make sure your presentation is 25 minutes or less.
- Send a copy of your presentation to Ms. Meya Egan at [megan@mail.sdsu.edu](mailto:megan@mail.sdsu.edu) **on or before April 28, 2017.**