



San Francisco Unified School District
 Student Support Services
 Expanded Collaboratives for Excellence in Learning
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Date: August 11, 2009
 To: Site Coordinators and Agency Representative - ExCEL After School Program
 CC: Trish Bascom, Asst. Superintendent - Student Support Services
 From: Linda S. Lovelace - Senior Executive Director of Families, Communities, and Out-of-School Time Partnerships
 Re: 2009-2010 **Implementation Manual Sign Off**

Greetings!

During this year's August Orientation, you were guided through procedures, tips, and guidelines related to running a successful ExCEL After School program. Although many of the topics included in the **Implementation Manual** were discussed during the Orientation, it is imperative that you fully understand the Implementation Manual by reading all of its contents. Please indicate that you have read and understand the contents of the Implementation Manual by signing this document. Return this to an ExCEL After School Program District Coordinator **no later than August 21, 2009**. Thank you!

Important Note:

All information in this manual is subject to change based on new grant requirements and/or district policies.

*I, _____, have read the **Implementation Manual** and understand its contents. If I still have questions concerning its contents, I will contact an ExCEL ASP District Coordinator for clarification.

 Site Coordinator Signature

 Agency Representative Signature

 Date

 Date

 School

 Agency