

Welcome Future MSC Instructional Partner!

The following list outlines our procedure to become an MSC Instructional Partner:

Interested Persons Report (IPR):

An interested Persons Report must be on file for all instructors working with students. You can obtain an IPR at any Alaska State Trooper business office [or through this form](#). The only exception to the IPR rule is if you are currently a sub or certified teacher working for the Mat Su School District, in which case you will need to notify us of this situation, so that we can verify an IPR is on record with the district. For businesses with multiple instructors you have the option of filing an IPR for each of your employees, or providing a letter on your official letterhead outlining your company's background check policy. Note: An IPR is valid for 2 years.

Business Licenses:

A [Matanuska Susitna Borough Business License](#) is required only if you work or offer services in the Mat Su Borough. A [State of Alaska Business License](#) is required for all Mat Su Central School Vendors.

Instructional Partner - Education Form:

This form requires the Instructional Partner to fill out their qualifications, plan for instruction and evaluation for services offered. This form will require the Instructional Partners signature, and we will have a highly qualified teacher review and sign off on the form. We include a "sample" template to make this process easier.

Instructional Partner - Information Form:

This form is your current contact information and services. The information on this form will be published on [MSC's website](#) (if you wish) for parents to access student activities and opportunities.

Onsite space is available on a limited basis for Instructional Partners to use for their services. To reserve a room, please contact Gena Chastain at gena.chastain@matsuk12.us or 352-7457.

We encourage all Instructional Partners to submit promotional information for our website, social media posts and for digital signage throughout the school. It is the vendor's responsibility to contact our Community Liaison desk at 352-7457 to correct/ update posted information regarding their educational service.

We look forward to working with you. The MSC staff is here to help support you during this process. If you have any questions, please feel free to contact Gena Chastain at gena.chastain@matsuk12.us

We thank you for your anticipated assistance.

Sincerely yours,
Stacey McIntosh, Principal



MAT-SU CENTRAL

Dynamic Personalized Learning



600 E. RAILROAD AVE. STE #6,
WASILLA, AK 99654

P (907) 352-7450

F (907) 352-7480

For your convenience, below is a checklist of the requirements to be an MSC Instructional Partner:

1. Current [IPR](#) or equivalent on file? Yes___ No___
2. [State of Alaska Business License](#)? Yes___ No___
3. [Mat-Su Borough Business License](#)? Yes___ No___ (only required if you operate in the Mat Su Borough)
4. Instructional Partner - Education Form completed? Yes___ No___
5. Instructional Partner - Information Form completed? Yes___ No___

Send the completed application and supporting documentation to MSC Community Liaison, Gena Chastain at: gena.chastain@matsuk12.us or fax: 907-352-7480

Thank you for choosing to partner with Mat-Su Central School! Together, we provide rich learning opportunities for our students.

Instructional Partner- Education Form

Instructional Partner Name (first and last): _____

Phone: _____

Qualifications

Plan for Instruction

Plan for Evaluation

Approval:

Instructional Partner Signature: _____

HQ Signature: _____

Advisor Signature: _____

Instructional Partner Education Form

SAMPLE

Name: Bob Gill or Ariel "Under -Water Basket Weaving Emporium"

Address: 555 West 5th Avenue Small Town, AK 99999

Phone: 999-867-5309

Qualifications:

Sturgeon Diving Certificate #OU812 expires 2015, Degree in Extreme Weaving from the Dream Weavers Institute, Apprenticed under Rumpelstiltskin for 4 years. I have been teaching Under -Water Basket Weaving for 12 years at the AquakTics School of Water Arts.

Plan for Instruction:

Introduction 101 begins with students dunking their heads in a pail full of water. While their head is underwater they will begin doing simple tasks like tying their shoes. We continue this instruction over several weeks until they have mastered the ability to do online billing with their local bank while their heads are in the pail.

The key points for instruction will be:

- Safety and trying not to breathe underwater
- Fine motor control while submerged

Beginning Class 102 students will learn how to weave baskets outside of the water. As their skills increase, they will first begin with their head in the pail, then eventually move to underwater with instruction in the use of the scuba gear.

Plan for Evaluation:

Testing is based on a series of accomplished goals building on previous goals.

- The ability to safely escape the pail of water without injury
- Demonstrating the ability to weave a basket, while sitting on a pail and while head in pail
- Demonstrating the proper use of scuba gear, while carrying a pail
- Creating a basket that looks like a pail, while under -water in scuba gear

Additional Equipment Needed for Class: A pail

Approval:

Instructional Partner Signature:

HQ Signature:

Advisor Signature:



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Note: This information will be published on MSCS's Instructional Partner database (if you wish) for parents to access for student activities and opportunities.

Website _____

[illegible]

Do you wish to be on the published [Instructional Partners](#) List? Yes___ No___