

Instructions for Completing the Wisconsin's Race to the Top MOU

Please review the following instructions and attached Race to the Top MOU materials. To ensure an accurate count of participation, it is essential that all necessary checkboxes have been selected and that all signatures are in place. The deadline to return signed MOUs is Friday, May 21st at 4pm.

Instructions

1. All LEAs wishing to participate in Race to the Top are required to complete "Participating LEA Memorandum of Understanding" (Exhibit I).
2. Beloit, Green Bay, Kenosha, Madison, Milwaukee, and Racine have the option to complete Exhibit II "Addressing WI's Achievement Gap – Ensuring Every Child is Prepared for Success"
3. Review the exhibit(s) and the accompanying appendices thoroughly. The requirements for Participating LEAs along with the preliminary State Plan are described in the body of the document.
4. Capture all checkbox responses in their appropriate places.
 - a. For Exhibit I, see Page 6
 - b. For Exhibit II, see Pages 2 & 3
5. Capture all signatures in their appropriate places.
 - a. For Exhibit I, see Page 9
 - b. For Exhibit II, see Page 3
6. All completed MOUs must be received by Friday, May 21st at 4pm. There are three ways to submit the completed MOU (Exhibit I, pages 1-9 and Exhibit II – optional). The completed MOU can be submitted:
 - a. Electronically to the department via wirttt@dpi.wi.gov.
 - b. Be sent to the following address:
Jeff Pertl
Policy Initiatives Advisor &
Federal Funds Trustee
Wisconsin Department of Public Instruction
P.O. Box 7841
Madison, WI 53707-7841
 - c. Hand delivered to the DPI Reception Desk located in the GEF 3 building at 125 S. Webster Street, Madison, on the 5th Floor.

Please contact Jeff Pertl, Policy Initiatives Advisor at the Department of Public Instruction, by email jeff.pertl@dpi.wi.gov or by phone 608/267-9232 or Nina Carlson, Senior Policy Advisor in the Governor's Office, by email nina.carlson@wisconsin.gov or by phone 608/266-3271 if you have any questions or concerns as we move forward with the Race to the Top opportunity.