**INSTRUCTIONS FOR POSITIVE BEHAVIOR SPECIALIST APPLICATION**

**1. District’s name and District’s code.**

* Indicate the name and code of the school district.

**2. Update Information**

* Check “Yes” if the past Positive Behavior Specialist is returning and you are providing updated information on them.
* Check “No” if the individual listed is a new Positive Behavior Specialist.

Leave blank if you have both new and returning individuals listed.

**3. Name of Individual**

* List the names of all the individuals the District is seeking approval for as a Positive Behavior Specialist, regardless of the funding source.

**4. License Number**

* List the license number as issued by Mississippi Department of Education or the appropriate State licensing agency.

**5. Expiration Date**

* The license must be valid for the entire school year (2020-2021).

**6. Status**

* Check “New” if the individual **did not serve** as a Positive Behavior Specialist during the 2019-2020 school year. Attach a copy of a valid license, resume, and training certificates.
* Check “Returning” if the individual served as a Positive Behavior Specialist during the 2019-2020 school year and attach a valid license if the one previously submitted has now expired.

**7. Payment Amount**

* Indicate the percentage of each funding source(s) for each person listed. If the person is considered to be part-time, the percentage should be equal to the amount of time the person is expected to work and if the person is considered full-time, the percentage should be 100. **DO NOT LIST ANY DOLLAR AMOUNTS.**

**8. PBS ALLOCATED AMOUNT**

* If the Positive Behavior Specialist funds allocated for your school district will be divided among individuals listed, list the portion of that allocation that each individual will receive. The individual amounts must total the amount of your allocation.

**9. MDE Use only**

This column is for MDE use only. Leave blank.

**10. Superintendent’s Signature and Date**

The Superintendent signs and dates the form.