



# AIMS K-12 College Prep Charter District Board Submission Cover Letter

## Submitter Information

Full Name: Tiffany Tung  
Position/Title: Program Compliance Director  
Department: Program Compliance  
Date of Submission (MM/DD/YYYY): 6/18/2024

## Item Details

Title of Item: ELOP Program Clerk  
Is this item a:  New Submission  
 Renewal  
If Renewal: Please summarize any changes from the previous submission:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Approvals

Has this item been reviewed by:

- Superintendent
- Chief Business Officer (CBO) (If budget changes)
- Director of Compliance (If plan changes)
- Neither

## Committee Review

Has this item been through the appropriate committee review process?

- Yes
- No

If yes: Please specify which committee(s) and provide minutes or approval documentation:  
Governance

If no: Explain why:  
\_\_\_\_\_  
\_\_\_\_\_

## Deadline Information

Is there a submission deadline for this item?

- Yes
- No

If yes: Please indicate the deadline date (MM/DD/YYYY): \_\_\_\_\_

## Financial Information (if applicable):

Total Cost: \$ \_\_\_\_\_

Is this expenditure included in the annual budget?

- Yes
- No

Please specify in which plan this expense is indicated:

- SPSA
- LCAP
- Other: \_\_\_\_\_