

ATTACHMENT C**PRINCIPAL'S STATEMENT OF ASSURANCES****New York State Loan Programs: NYSTL, NYSSL & NYSLIB 2011-2012**School: _____ **BEDS No.:** _____**Address:** _____ **DOE Location Code:** _____

As principal of this school, I hereby give the following assurances with regard to instructional materials on loan under the New York State Loan Programs:

1. Instructional materials will be used only for **secular, neutral and non-ideological purposes and activities** and will not be used for religious and/or administrative purposes.
2. Instructional materials placed on the premises of this school will be used for students in grades K-12, solely for the purposes of accomplishing educational objectives in accordance with the school's accredited secular academic objectives.
3. All State loan instructional materials will be identified and prominently labeled as being the property of the New York City Department of Education (DOE).
4. The school agrees to keep records, including, but not limited, to inventories of instructional materials on loan through NYSTL, NYSSL, and NYSLIB, and to provide information to the local educational agency as reasonably may be required for audit and program evaluation, consistent with responsibilities of the local and state agencies under New York State Loan Programs.
5. I understand that it is my responsibility to inform my staff regarding these State Loan Assurances and to ensure that my staff and students comply with these State Loan Assurances.
6. As with other programs, I understand periodic visits by state and local agencies may be made in order to ensure compliance with all state and local guidelines and such visits may be made without prior notification.
7. State guidelines require that the parents submit written requests for the loan of all instructional materials. I understand that the DOE has entrusted nonpublic school administrators with the responsibility of collecting such requests from parents and submitting the list "collectively" to the Division of Financial Operations of the New York Department of Education. I agree that I will obtain such requests and retain them on file at my school.
8. I understand that any violation of the above assurances could result in the removal of instructional materials on loan under the State Loan Program.

Date: _____ **Principal's Signature** _____**Print or Type Principal's Name:** _____

Attchcnps911

ATTACHMENT C-2

PRINCIPAL'S STATEMENT OF ASSURANCES

New York State Loan Program: NYS CH 2011-2012

Instructional Computer Hardware and Technology Equipment Aid

School: _____ **BEDS No.:** _____

Address: _____ **DOE Location Code:** _____

As principal of this school, I hereby give the following assurances with regard to equipment and other eligible materials loaned through the State Computer Hardware Program:

1. Equipment and/or other eligible materials will be used only for secular, neutral and non-ideological purposes and activities, and will not be used for the purpose of aiding this school. Therefore, equipment, including computers and/or other eligible materials on loan under the State Loan Program will not be used for religious activities or administrative purposes.
2. The loan of equipment and/or other eligible materials will be used to supplement, not supplant, funds from other Federal, State or local sources.
3. I understand that equipment, where applicable, loaned through the State Computer Hardware funds are the property of the New York City Department of Education and have been placed on the premises of this school will be used for students in grades K-12, solely for the purpose of accomplishing the educational objectives of the New York State Loan Program.
4. All State Loan materials and equipment will be identified and prominently labeled as being the property of the New York City Department of Education.
5. Measures will be taken to secure all equipment on loan to prevent loss or theft. Computers and/or peripherals ordered with the State Computer Hardware funds will be set up and secured as required by the New York City Department of Education. I understand that computers and/or peripherals may not be moved without prior notice to the State Loan Non Public School Unit.
6. The school agrees to keep such records and to provide such information to the local educational agency as reasonably may be required for fiscal audit and program evaluation, consistent with responsibilities of the local and state agencies under the New York State Loan Programs.
7. I understand that it is my responsibility to inform my staff regarding these State Loan assurances to ensure that my staff and students comply with these State Loan assurances.
8. As with other loan programs, I understand that periodic visits by Federal, State and local agencies, will be made in order to ensure compliance with all State and Local regulations and that such visits may be made without prior notification.
9. I understand that any violation of the above assurances could result in the removal of materials and equipment on loan under the State Loan program.

Date: _____ **Principal's Signature** _____

Print or Type Principal's Name: _____

RETURN **ATTACHMENT C** (SIGN both pages) ASAP but no later than **Monday, October 31, 2011** to:
NPS Payables, 65 Court Street, Brooklyn, NY 11201 ATTN: NPS State Support Group-Room 1001.
Include the NYS Loan Request & Enrollment Certificates (ATTACHMENTS A & B)