

## Head Start and Early Learning Division Technical Assistance Request Form Instruction Tip Sheet



### Request Timeframe

The determination of *Urgent* versus *Non-Urgent*.

An urgent matter is considered anything requiring immediate action/follow-up to a health and safety matter.



### Contact Name, Telephone Number, Email Address

The contact name and contact information is the DA representative that LACOE would follow-up with regarding the Technical Assistance Request Form.



### Service Area(s)

Select the service area that TA is being requested for.



### Desired Date of Completion

This refers to by when the DA would like to have received the TA not necessarily the date when the TA will be provided. The TA requested timeframe is driven by the content of the TA request, not by the date of TA delivery being requested.



### Focus Area

Select the focus area that most describes the TA needs. More than one selection can be selected.



### Agency Challenges

Indicate any current challenges or obstacles associated with the need for why TA is being requested.



### Desired TA Outcomes

Please note: TA outcomes may change during a consultation with LACOE staff.



### Length & Time of Technical Assistance

The time of the technical assistance is in reference to when the DA is available to receive the TA. When selecting the full-day option, be sure to indicate the time allowed for lunch under the *lunch break duration* blank space. For example: 1:30 p.m. - 2:00 p.m.



### Additional Information

Any additional information that may help fulfill the TA request.



### Signature of Agency Director

To ensure accurate recordkeeping please print full name and sign legibly.



### Did You Remember...

Before submitting this form, the expectation is for all boxes to be completed.

Please Email the completed form to [HSELTrainingTeam@laoe.edu](mailto:HSELTrainingTeam@laoe.edu)