

From: [Chase, Morgan](#)
To: [Sophia Nuding](#)
Subject: VCP Form
Date: Friday, April 18, 2025 10:12:35 AM
Attachments: [Alcott VCP - signed.pdf](#)

Good morning again!

One more thing, I'm preparing three VCPs in response to some LOFs we received earlier in the year. I have found PDF examples of completed forms from our department in the past but before I start to try to recreate them in DOCs I wanted to reach out to see if ISBE has pre-made templates for these forms. Do you have a standard template? Otherwise I'll copy the formatting of the attached PDF and recreate it.

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Morgan Chase

They / Them / Theirs

Education for Employment Manager

Career Technical Education

Chicago Public Schools