

TOTAL ESTIMATED COST \$ _____.

REQUEST BY FACULTY MEMBER TO ATTEND A SCHOOL
ACTIVITY/FUNCTION/SEMINAR/ETC.

Carbondale Area Jr.-Sr. High School

Carbondale Area Elementary School

I/We are requesting permission to attend or participate in the following:

____ ATTACHED REQUISITION ____ STUDENT ACTIVITY ____ ACT 178 REQUEST

____ NUMBER OF STUDENTS ____ NUMBER OF CHAPERONES*

PLEASE SEE ATTACHED REQUISITION/INFORMATION SHEET: _____

I/We **WILL** _____ / **WILL NOT** _____ need substitute/substitutes.

Faculty member requesting the above: _____

Estimated cost(s) and explanation breakdown (if applicable):

Comments regarding the above request: _____

DEPARTMENT HEAD OR SUPERVISOR SIGNATURE: _____ DATE: ____/____/____

COMMENTS:

PRINCIPAL'S SIGNATURE: _____ DATE: ____/____/____

COMMENTS:

SUPERINTENDENT'S SIGNATURE: _____ DATE: ____/____/____

COMMENTS:

**The district ratio of chaperones to students should be 1 per 10-12 students. As much as possible, one male and one female adult should be in attendance at all events when applicable.*