

# Sanford Regional Technical Center

100 Alumni Boulevard

Sanford, Maine 04073

Phone: (207) 324-2942

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## *Special Project Request*

As noted in the SRTC Student Handbook, "Students may not miss class time at their partner school in order to make up work at SRTC unless they have prior approval from their partner school's administration. Students may not miss time at SRTC to make up work at their partner school unless prior arrangements are made with both SRTC administration and the partner school administration." In order to facilitate a request to participate at SRTC or the partner school for a full day, please complete this form entirely and return it to the SRTC Main Office *at least 3 days prior to the date.*

Student Name: \_\_\_\_\_ SRTC Program: \_\_\_\_\_

Request to: \_\_\_\_\_ Participate at SRTC for the full day on \_\_\_\_\_ (date(s))

\_\_\_\_\_ Participate at my high school for the full day on \_\_\_\_\_ (date(s))

Reason for modified schedule: \_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

SRTC Instructor Signature: \_\_\_\_\_

*\*If the student is at SRTC, the instructor assumes responsibility for student supervision for the full day.*

SRTC Administrator Signature: \_\_\_\_\_

Partner School Class(es) to be Missed **and** Teacher Signature(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Partner School Administration Signature: \_\_\_\_\_

Partner School Counselor Signature: \_\_\_\_\_

*Office use only:*

*Date received by SRTC Administration* \_\_\_\_\_