

Sanford Regional Technical Center

52 Sanford High School Blvd.

Sanford, Maine 04073

Phone: (207) 324-2942

Fax: (207) 324-2957

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 _____