

Contract Programs Course Request Form

(For use by anyone requesting a Contract Programs course to be set-up. Use one per course)

Submit completed form to your ES for electronic entry.

School Name(s): _____

Course Name: _____

(Please use a description for the course name. Ex: Adv. Swimming B, HS Math B, Monday English 10A, etc.)

Submitted by: _____ Phone No: _____

Vendor Information:

Vendor Name: _____ Phone No: _____

Person to contact (if different than above): _____

Phone No: _____ (Required) Email Address: _____ (Required) Fax No: _____ (Required)

Vendor Mailing Address: _____

Requested Course information:

Location of course: _____

Minimum number of students: _____ Maximum Number of students: _____

Grade level: _____ Day of the Week: _____ Time: _____ Session Length: _____

Requested start date: _____ Number of course sessions: _____
(Remember this is a requested date only. Courses may not start until final approval from Contract Programs has been received.)

Requested cost per student per session: _____ (Actual cost will be based on qualifications)
(The cost per each individual student for each meeting/session)

Total Facility Fee for entire course: _____ Facility Vendor Name: _____

Facility Address: _____ Phone: _____
(Facility Fee will be paid directly to the facility vendor)

Total Materials Fee: _____ Materials Description: _____

Optional Roster: (Enrollment may be done on the school website, or you may list enrolled students here. If more space is needed, list any additional students on the back with all needed information)

Please place these enrolled school students on the CP Course roster for the above named course with first priority. **ES approval will be requested by Contract Programs:**

School	Student No.	Student Name	Parent Name
--------	-------------	--------------	-------------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------