

**NEW RICHMOND EXEMPTED VILLAGE SCHOOL DISTRICT
DISTANCE LEARNING PROJECT REQUEST FORM**

IMPORTANT: Please submit this form 6 weeks prior to activity date

Teacher's Name _____

Today's Date _____

Room Number in Which IVDL Equipment Will Be Used _____

Grade Level of Students Participating _____

Other Participating Site, If Applicable _____

Content Provider _____

Content Provider Contact Name _____

Content Provider Address _____

Content Provider Contact Phone Number _____

Content Provider ATM/ISDN Number _____

Cost of Distance Learning Program _____

Duration of Program _____

Date of Requested Program _____

What Time of the Day Would You Prefer to Receive Training on the IVDL Equipment? _____

Additional Information Requested _____

Please submit this form to Julie Corwin, BOE, Central Office, 3rd Floor, Technology Department