



**SDUSD Student Participation Request Form**

Please complete the below information and **submit this form no later than 3 weeks (15 school days) prior to an event**. Please provide any background information for the event (flyers, agendas, etc.) with the submission of this request form. If the event is during school hours, please complete page 9 of the [Single-Day Field Trip Packet](#) and include it with the submission of this request form.

**To request student participation, please complete and submit the following information:**

Request Submission Date:  Department Name:

Department Contact Name:

Department Contact Email:  Department Contact Phone Number:

Student Group Requested (ASB, Student Equity Ambassadors, Other):

Number of Students Requested:

Special Requests for Type of Student (Age, Grade Level, Position, etc.):

Date(s) Students are Being Requested:

Student Arrival Time:  Event Start Time:  Event End Time:

Will transportation be provided by your department?  YES  NO

Will meals be provided by your department or at the event (if applicable)?  YES  NO

Description of Event and Expectations for Students:

Will your department provide coaching for the student(s) in regards to the event?  YES  NO

If not, please describe what areas of coaching need to be provided to the students by us:

**Please submit this completed form to Scott Giusti for approval via email to [sgiusti@sandi.net](mailto:sgiusti@sandi.net) or hard copy to the ED Center Room 2140. Submitter will be notified within 2 days of receipt of request.**

Approved  Denied  Pending  Date

**Reason:**