

Appendix "A"

Sample Request for Renovation

To:
From:
Re: Renovation Request for name of site.
Date:

Please find attached a renovation request for name of site. This request is to accommodate a student who has identified special needs.

I would be pleased to meet with you at name of site to discuss this proposal, with Principal name of Principal at site.

With thanks for your consideration of this request,

name of requestor

c.c. to: Principal at site
Principal of Educational Service