



# K-12 Partnership Program

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## Site Visit Request Form

*Please fax, email, or call Ronit Ehrlich to schedule site visits.  
Site visits must be scheduled at least four weeks in advance of the requested date.  
Fax: (201) 216-8069; Phone: (201) 216-8066; email: rehrlich@stevens-tech.edu*

Name of School: \_\_\_\_\_

Name of Administrative Contact: \_\_\_\_\_

Telephone Number & Email Address: \_\_\_\_\_

\_\_\_\_\_

Name of Technical Contact: \_\_\_\_\_

Telephone Number & Email Address: \_\_\_\_\_

\_\_\_\_\_

Requested date(s) of site visit: \_\_\_\_\_

Time allotted for workshop or presentation: \_\_\_\_\_

Size of audience: \_\_\_\_\_

Hands-on or demonstration: \_\_\_\_\_

Capacity of facility available (computer lab with what type of Internet access, number of stations, etc.): \_\_\_\_\_

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\_\_\_\_\_

(Continued on back)

Goal of session:

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Proficiency level of audience (see Skills Assessment Questionnaire):

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Audience's grade level and subject(s) taught:

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Type of workshop or other presentation requested:

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Notes or other comments:

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All site visits must be completed by the end of the participating school year.