

Rock Port R-II Master Calendar Approval Form

Teachers/Coaches please make sure that you are always getting the JH/HS principal's approval prior to scheduling activities on the master calendar. There will be approval forms in the elementary and JH/HS teacher work rooms for this process. The teacher/coach will need to fill it out, and then give it to the JH/HS principal. Once the principal has signed off and approved it, the form will be passed on to the secretary to add the activity/event to the master calendar.

Teacher(s) and Organization(s), Sport(s), etc. seeking approval:

Date(s) being requested for addition to master calendar: _____

Where: _____

Time: _____

Teacher's Signature: _____

Today's Date: _____

_____ Approved

_____ Not Approved

Principal's Signature: _____

Today's Date: _____

