

## Extra Curricular Activities Request Form

### Attention!

- To ensure timely assignment of an Intensive Behavior Interventionist, this form must be received as far in advance of the event or activity as possible.
- If at all possible, for events or activities in the County, the form needs to be submitted to TCDE two weeks prior for the need of IBI services.
- If at all possible, for out of county assignments the form needs to be submitted with a TPO four weeks in advance.

Student Name: \_\_\_\_\_

Name of program, activity or event coordinator: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date(s) IBI needed: \_\_\_\_\_

Location of program, activity, or event: \_\_\_\_\_  
(Out of county events need a TPO submitted 4 weeks prior)

For reoccurring events, please provide a brief description of program, activity or event inclusive of frequency and duration (e.g. 1 time per week for 2 hours, for 6 weeks). If a flier or announcement is available, please attach.

For future events, please specify what the event is: \_\_\_\_\_

Date(s) of the event (if you do not know the specific date, please specify the month the event will occur): \_\_\_\_\_

Check box if more information is to follow:

Fax completed forms and attachments to: 530-529-4134, Attn: Josh Kuersten, TCDE Special Programs.

### TCDE Office Use Only

Signature of Supervisor/Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Name of IBI: \_\_\_\_\_ Date assigned: \_\_\_\_\_

Name of IBI: \_\_\_\_\_ Date assigned: \_\_\_\_\_