

Lynden School District No. 504
BOARD POLICY

No. 4217F

**LYNDEN SCHOOL DISTRICT
EFFECTIVE COMMUNICATION REQUEST FORM**

Please note: The district needs as much advanced notice as possible to ensure that reasonable accommodations are met. Reasonable efforts will be made to accommodate requests made less than 48 hours in advance of a scheduled program, activity or event. If aids or services are needed for a meeting of the Board of Directors, please contact the office of the Superintendent directly at: (360)354-4443

Date of request: _____

Request Type: *(Please check all that apply)*

- Assistive Listening Aid or Service
- Assistive Vision Aid or Service
- Assistive Speech Aid or Service
- Other _____

Contact Persons:

	Name	Email or Phone (whichever is preferred)
Individual Making Request		
Building Manager or Principal where event will take place		
Event Contact Person		

Event Details: *Please attach any relevant supporting information (i.e., event flyer or brochure).*

Event Name:	
Event Date:	
Start and End Time:	
Event Description (i.e., lecture, seminar, meeting, sports event):	
Location (i.e., building, facility, off-campus school-sponsored activity):	
Other relevant details:	

Please return this completed form to: Lynden School District Office:

Address: 516 Main St., Lynden, WA 98264

Fax: (360)354-7662