**Personal Appliance Request**

As you are aware, personal appliances are not allowed in the District. We understand that some circumstances exist which render these appliances necessary. If you have a circumstance, such as a medical need for you or a student, and need an appliance in your classroom or area, please fill out this form and have it approved by your building administrator. The form will then be forwarded to the Energy Savings Manager so that the approval can be recorded.

Unless otherwise noted, the approval is valid only for the school year in which it was approved.

Personal Appliance Request Form

(Please fill out a separate form for each requested appliance)

Name:

Building/Room:

Email address:

Appliance Information (Please fill in as much information as possible)

Type of Appliance:

Approximate age of Appliance:

Make/Model:

Please describe below the reason(s) you need this appliance

Requested Time Frame

Beginning Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval

Building Administrator Date of Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Upon approval, please forward a copy of this form to the Energy Savings Manager.