

Scheduling Worksheet

Lessons at the Center



MathScience 2401 Hartman St.
Innovation Center Richmond, VA 23223

Phone: 343.6525
Fax: 343.6529
www.msinnovation.info

1. Lessons and facilities are designed to accommodate a regular class of approximately 30 students. (Challenger Center may accommodate up to 30 students.) **Do not combine classes.** Please help us best meet the needs of each student by following these guidelines.
2. Please consult with teachers to avoid scheduling students for a lesson in which they have previously participated.
3. Bring students at the grade level specified.
4. Schedule confirmations and reminders will be sent to the MSiC school representative involved by automated emails.
5. Bus transportation, to and from the Center, should be requested through regular school channels. Be sure the bus trip is verified and agrees with your lesson date confirmation.
6. One or two classes of the same grade level may visit the Center at different arrival times for the same lesson. Lesson length is 120 minutes. At least 15 minutes between classes is needed by Center staff.
7. If not greeted by a MSiC teacher or administrator upon arrival, please check with the main office in "B" building, 343-6525, ext. 228.
8. To ensure service, you must schedule lessons by **October 15**. After that date, any unused dates will be available to all divisions on a first come, first serve basis.

School

Date Lesson Requested

Center Representative or Principal

<input type="checkbox"/> Chesterfield	<input type="checkbox"/> Colonial Heights	<input type="checkbox"/> Hanover	<input type="checkbox"/> Henrico	<input type="checkbox"/> King William
<input type="checkbox"/> Petersburg	<input type="checkbox"/> Powhatan	<input type="checkbox"/> Richmond`	<input type="checkbox"/> Other	<input type="checkbox"/>

Address

Telephone Fax E-Mail

Lunch Space Needed: yes no

Lesson Start Times	Teacher's Name (Mr., Mrs.,Ms.) & E-Mail	Grade Level	Number of Students	Lesson Requested
First arrival	Name: _____ E-Mail: _____	_____	_____	_____
Second arrival	Name: _____ E-Mail: _____	_____	_____	_____
Third arrival (Challenger only)	Name: _____ E-Mail: _____	_____	_____	_____

Advance Call Students with special needs: yes no Describe: _____

This request has been approved and confirmed

Center Teacher(s)