

DESERT TRAILS ELEMENTARY SCHOOL SCHOOL EVENTS CALENDAR NOTIFICATION

Please complete this form for an event/assembly occurring at DTES during the school day. Email to the principal's secretary and those areas affected by your event at last one week prior to the event.
The MPR is available from: 9:15 am - 11:00 am, and 1:45 pm – 2:45 pm.

Today's Date:

Teacher(s) Name:

PTO sponsored (Y or N):

PTO contact (if applicable):

Name of event:

Educational objective:

Number of students:

Date of event:

Start time of event:

End time of event:

Room requested:

Equipment needed:

Special instructions:

Cafeteria Notified*

*Note: Due to district policy, party/event food cannot be brought into the MPR. Please notify the cafeteria if your students will not be eating lunch in the MPR at least one week before the event.

IMPORTANT: Please check below (place cursor next to box, click on delete, and click on X) and email a copy of this form to those areas that will be affected by your event.

- | | | |
|--|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Art | <input type="checkbox"/> Music | <input type="checkbox"/> Honors |
| <input type="checkbox"/> Computer | <input type="checkbox"/> PE | <input type="checkbox"/> Custodian |
| <input type="checkbox"/> Library / Media | <input type="checkbox"/> Resource | <input type="checkbox"/> Cafeteria |

For Office Use Only:

- Approved by Principal: _____
- Entered on Master Calendar _____