



## FACILITIES - OPERATIONS CROSSING GUARD



### 2023 SUMMER SCHOOL REQUEST FORM

**ELEMENTARY SCHOOLS ONLY.** Please fill in spaces completely where indicated. Save and rename the document with your school's name. Email Irene Martinez, Crossing Guard Administrative Assistant at [imarti19@houstonisd.org](mailto:imarti19@houstonisd.org). Deadline for completion of form is **April 27, 2023.\***

<b>NAME OF SCHOOL:</b>		<b>DATE:</b>	
<b>PRINCIPAL:</b>			
<b>CURRENT ADDRESS:</b>			
<b>CITY:</b>		<b>ZIP:</b>	
		<b>PHONE NO.:</b>	

**\*Note:** If school did not participate during regular school year, school is not eligible for crossing guards during the summer.

**Are crossing guards needed?** ☐ YES ☐ NO If yes, how many: \_\_\_\_\_ crossing guards needed.

**If the answer is yes, please complete the following:**

<b>SUMMER SCHOOL COORDINATOR:</b>		<b>PHONE NO.:</b>	
<b>PAYROLL CLERK:</b>		<b>PHONE NO.:</b>	
<b>SCHOOL HOURS:</b>	—	<b>FAX NO.:</b>	
<b>FIRST DAY:</b>		<b>LAST DAY:</b>	
<b>DAYS (Monday – Thursday):</b>		<b>EARLY DISMISSAL:</b>	

Please list **ONLY** those crossing locations required for the 2022 summer session.

Street Location		Cross Street	Crossing A.M.**	Crossing P.M.**
	@		—	—
	@		—	—
	@		—	—
	@		—	—
	@		—	—
	@		—	—
	@		—	—
	@		—	—

**\*\*Note:** Crossing should start 60 minutes BEFORE morning bell times (AM) and should continue 60 minutes AFTER afternoon bell times (PM). Each crossing should be for **ONE FULL HOUR**. (Totaling a total of 3 hours per day).

Signature of Person Completing Report

Date