



PRESTON PUBLIC SCHOOLS
Preston Plains Middle School
1 Route 164
Preston, Connecticut 06365-9756

Ivy K. Davis-Tomczuk, Ed.D.
Principal
Director of Curriculum & Instruction

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November 21, 2016

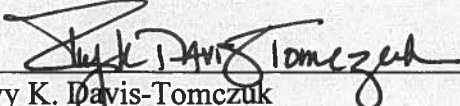
8th Grade Students and Parents:

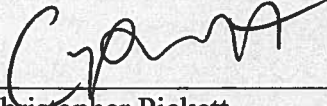
Re: NFA Shadowing Request

Dear 8th Grade Student and Parents:

We have recently changed the shadowing process for students wishing to visit Norwich Free Academy (NFA) with a student enrolled there. Going forward, all requests to shadow must be submitted to the PPMS Main Office at least five (5) days prior to the requested shadow date. All requests to shadow require approval by a PPMS staff member and by Mr. John Iovino at NFA. Once all approvals are completed, the student will be provided with a copy of the approved form which acts as a confirmation. Should a requested date not be approved by either PPMS or NFA, the student will be notified.

Enclosed with this letter is a copy of the new NFA Student Shadow Request form. This form will also be available on the PPMS webpage. Please contact either Mr. Pickett or Dr. Davis-Tomczuk with any questions.


Ivy K. Davis-Tomczuk
Principal


Christopher Pickett
8th Grade Guidance Counselor

PRESTON PUBLIC SCHOOLS
Norwich Free Academy Student Shadow Request

Note to Preston Students and Parents: All Shadow Requests must be approved by a Preston Plains Middle School staff member before being forwarded to John Iovino at Norwich Free Academy for his approval. To ensure all notifications are completed, requests to shadow must be approved **at least five days** before the requested shadow date.

PART I – TO BE COMPLETED BY 8th GRADE STUDENT AND PARENT:

Student Name: _____ Requested Shadowing Date: _____

NFA Student Name: _____ Grade Level: _____

I hereby give _____ permission to visit NFA on _____.
(Student Name) (Date)

Parent/Guardian Signature Date

Home Phone # Work/Cell # Emergency Phone #

Pertinent Health Information (i.e., allergies, asthma, diabetes, etc.): _____

PART II – TO BE COMPLETED BY PRESTON PLAINS MIDDLE SCHOOL:

Shadowing request (check one): _____ Approved _____ Not Approved

If not approved, reason: _____

PPMS Staff Signature Date

Form faxed to John Iovino (860-889-6665) on _____ (date).

PART III – TO BE COMPLETED BY NORWICH FREE ACADEMY:

Shadowing request (check one): _____ Approved _____ Not Approved

If not approved, reason: _____

John Iovino, NFA Date

Form faxed to PPMS (860-889-8685) on _____ (date).

STUDENT RECEIPT OF COMPLETED AND APPROVED FORM INDICATES CONFIRMATION OF REQUEST.