



# Innovations High School Permission and insurance form



Scholar name: \_\_\_\_\_ Cell: \_\_\_\_\_ Advisor: \_\_\_\_\_

**Request for Certificate of Insurance**

Department making request: **INNOVATIONS HIGH SCHOOL** Date of request: \_\_\_\_\_

Type of event:                                      **Informational interview**                                      **Shadow day**                                      **Internship**

Date(s) of event: \_\_\_\_\_

Organization name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_, NV

Phone number: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Full name of contact person: \_\_\_\_\_

Email of contact person: \_\_\_\_\_

Name of company/person to send Certificate of Insurance if different than event location:

	<b>Innovations High School</b>	<b>Taylor Harper, Principal</b>
	<b>777 West 2nd Street</b>	<b>Phone: 775-333-5150</b>
Will there be alcohol at this event? <b>No</b>	<b>Reno, NV 89503</b>	<b>Fax: 775-333-5122</b>

**Permission and transportation arrangements**

Anticipated time of arrival at location: \_\_\_\_\_

Anticipated departure time from location: \_\_\_\_\_

How will you get to the location? \_\_\_\_\_

How will you get back to school? \_\_\_\_\_

If you are planning to use the school van, explain why you cannot take bus or walk: \_\_\_\_\_

Printed driving directions if taking school van (sign up on van poster)

Printed bus/walking directions to location and back to school

**Before advisor approval is given you must show the following:**

- Sign up on poster for a sack lunch, if needed
- Phone numbers for Kirst, Carney, advisor, and school saved in phone
- ImBlaze app downloaded, logged in, and appropriate "internship" selected

Advisor approval: \_\_\_\_\_

Administrator approval: \_\_\_\_\_

Parent/guardian approval: \_\_\_\_\_

*Parent/Guardian signature gives permission for scholar to leave campus for LTI visit (as noted above). Scholar must check in and out using IMBLAZE.*

**Please submit completed form to LTI Coordinator**