

# SACHEM S.E.P.T.A

## ENRICHMENT REQUEST FORM

1. Please complete sections A, B and C.
2. Have the building Principal approve the request with a signature.
3. EMAIL to: LEECAS88 or send to the Special Education Office.  
@GMAIL.COM

**SECTION A** EMAIL: \_\_\_\_\_ (print clearly)

Educator's Name: \_\_\_\_\_ School: \_\_\_\_\_

**SECTION B** Explain the educational value of your requested items


**SECTION C** Supplies or teaching aids requested

DESCRIPTION	MODEL #	SUPPLIER	QTY	UNIT PRICE	TOTAL

Class # \_\_\_\_\_ # of Students \_\_\_\_\_ Shipping Amount \$ \_\_\_\_\_

Total Request \$ \_\_\_\_\_

**SECTION D** Approvals & Signatures

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building Principal

SEPTA Enrichment Chair

SEPTA Membership #

**FOR SEPTA USE ONLY**

ENRICHMENT #	DATE	CHECK #	DATE PAID	AMOUNT PAID