Sample Confirmation Letter from School Principal
(Please copy onto school letterhead)

Please return via U.S. mail, fax, or email, no later than three (3) weeks before your scheduled visit, to:

Rutgers Science Explorer
Math and Science Learning Center
Rutgers, The State University of New Jersey
618 Allison Road
Piscataway, New Jersey 08854
Fax: 732/445-0643
Email: scibus@rci.rutgers.edu

Date
Patricia Irizarry, PhD
Program Coordinator
Rutgers Science Explorer
Math and Science Learning Center
Rutgers, The State University of New Jersey
618 Allison Road
Piscataway, New Jersey 08854

Re: INSERT SCHOOL NAME

Dear Dr. Irizarry,

This is to confirm that _____________________________ (School Explorer Coordinator) and I have reviewed the details of the requested visit of the Rutgers Science Explorer. We understand that the Rutgers Science Day visit is planned for _____________________________ and will start at _____________________________. We realize that in the event of school cancellation, we are required to contact the Rutgers Science Explorer staff at 732/445-3442 as soon as the decision has been made. We also understand that, due to tight scheduling, Rutgers Science Explorer staff are not required to make up visits scheduled on cancelled school days, however, if an agreeable date is available, it may be possible, in some cases, to schedule a makeup.

We will accommodate the Rutgers Science Explorer visit by arranging 90-minute experiment sessions for the students with at least 15 minutes between sessions and one additional 30-minute lunch break for Rutgers Science Explorer staff. We understand that under normal circumstances there will be three or four experiment sessions per day with a maximum of 20 students per session. We will also arrange for a parking space for the bus as per the details described in the Parking the Bus link.

We will secure completed photo release forms from students and teachers, and will forward these to the Rutgers Science Explorer office. Students without photo releases will be noted on the class list form.

Principal’s Signature                  Date

Print Name