

**EASTERN WESTMORELAND CAREER & TECHNOLOGY CENTER**

4904 Route 982  
 Latrobe, PA 15650-2399  
 724-539-9788 (Telephone) 724-539-1907 (Fax)

<p><b>REQUEST TO REMAIN/ATTEND THE CAREER &amp; TECHNOLOGY CENTER FOR SPECIAL ACTIVITY</b></p>
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Student's Name: \_\_\_\_\_ Grade Level: 9 10 11 12

\_\_\_\_\_ EWCTC Program: \_\_\_\_\_ Session: A.M. P.M.  
*Signature of Program Instructor*

\_\_\_\_\_ *Signature of Administrative Director, EWCTC*      \_\_\_\_\_ *Attendance Officer*      \_\_\_\_\_ *Date*

**Directions:** *EWCTC teacher and director must first sign the request.*

*This form must be completed and returned to the Administrative Office at least two (2) days prior to the date requested to remain at the Career & Technology Center.*

*This form must be signed by your principal or assistant principal before returning it to the Career and Technology Center.*

*The teacher(s) at your high school whose classes you will miss must sign the form below.*

Date requested to remain at the CTC: \_\_\_\_\_

Reason to remain at the CTC: \_\_\_\_\_

CLASS PERIOD	TEACHER'S SIGNATURE	SUBJECT AREA	
1			A.M. CTC students fill out P.M. periods only.
2			
3			
4			P.M. CTC students fill out A.M. periods only.
5			
6			
7			All Day CTC students fill out A.M. & P.M.
8			
9			

\_\_\_\_\_ *Signature of Principal or Assistant Principal*      \_\_\_\_\_ *Attendance Officer*      \_\_\_\_\_ *High School*      \_\_\_\_\_ *Date*