

## DISTANCE LEARNING - REQUEST FOR VIDEO CONFERENCE

**To Schedule the High School:** Call Debbie Dippong at ext. 2300 to reserve space and to make connection to the ISD.

**FYI: ABHS dismisses at 2 PM.**

**To Schedule Maconce Elementary:** Call Judy Allen at ext. 1420 to reserve space and to make connection to the ISD.

*After you have scheduled a time with either building above, contact **Tim Sizemore at ext. 2040** and give him the following information:*

(Technology needs a MINIMUM of 48 hour notice to schedule)

\* Name of the Video Conference / Lesson \_\_\_\_\_

\* Type of Call to be Made (**MISD or IP**) \_\_\_\_\_

**If Call is an IP Call, list IP Address Here (i.e. 106.20.210.200)** \_\_\_\_\_

\* Contact Person for the Lesson \_\_\_\_\_

\* Phone Number of Contact Person \_\_\_\_\_

\* School of Contact Person \_\_\_\_\_

\* Date of Program \_\_\_\_\_

\* Time of Program \_\_\_\_\_

\* Location of Program (HS or FME) \_\_\_\_\_

***Fax a copy of the completed form to Technology at 725-4427.***

*Once you have scheduled the above, fill out an In-District Shuttle Form to be faxed to Transportation.*