

Arts in Education Instructions

1. Before the teacher fills out the digital request form, the teacher has to communicate with their building principal in an email that they want to participate in a field trip or any other art activity.
2. The principal will respond with a yes or no to the teacher in email.
3. Once the person requesting the activity gets that email approval from their principal, they can go ahead and complete the digital request form.
4. The form asks for the email of the building principal and the person designated in the district (Business Administrator) who has the final approval of the request.
5. Once Mary at BOCES receives the request, she will contact the building principal and the district approval person via email with a copy of the request to look over and approve on their end via email to her. This will also give the district a copy of the request for their records.

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For more information about Arts-In-Education:

<https://www.wflboces.org/teaching-and-learning/instructional-services/enrichment/arts-in-education-402>