

WOODLAND SCHOOL DISTRICT
EFFECTIVE COMMUNICATION REQUEST FORM*

Please note: The district needs as much advanced notice as possible to ensure that reasonable accommodations are met. Reasonable efforts will be made to accommodate requests made less than 48 hours in advance of a scheduled program, activity, or event. If aids or services are needed for a meeting of the Board of Directors, please contact the Office of the Superintendent directly at 800 Second Street, Woodland, WA 98674.

Date of request: _____

Request Type: *(Please check all that apply)*

- Assistive Listening Aid or Service
 Assistive Vision Aid or Service
 Assistive Speech Aid or Service
 Other _____

Contact Persons:

	Name	Email, Phone, or Website (preferred communication)
Individual making request		
Building manager (Principal) where event will take place		
Event Contact Person		

Event Details: *Please attach any relevant supporting information (i.e., event flyer or brochure).*

Event Name:	
Event Date:	
Start and End Time:	
Event Description (i.e., lecture, seminar, meeting, sports event):	
Location (i.e., building, facility, off- campus school- sponsored activity):	
Other relevant details:	

Please return this completed form to: Woodland School District, 800 Second Street, Woodland,
WA 98674

***This document is available in alternative format upon request.**