



Office for Catholic Schools
Archdiocese of Seattle

Request for Presence of the Superintendent

This form is to be used when requesting the presence of the Superintendent of Catholic Schools and/or Associate or Assistant Superintendents for special events during the school year. Special events would include graduations, dedications of new or improved facilities, special presentations, awards or recognitions. The Office for Catholic Schools would like to respond affirmatively to requests whenever possible, so we ask that you keep in mind the following guidelines to facilitate the scheduling process: The coordinator of any given event should provide the Catholic Schools Office Manager with a summary of plans, an expectation of the Superintendent or Assistant Superintendents (an address, acknowledging remarks, etc.) specific directions to the event, etc., at least two weeks in advance of the event. If the event is a building dedication and the school would like to have a congratulatory letter from the Superintendent to publish in a brochure or in the parish bulletin, please make this request at least four weeks in advance of your printing deadline.

Please attach the enclosed form to an email to OCS@seattlearch.org or Fax: 206-654-4651 by September of the school year of the request. All requests will be reviewed and you will receive a written response in a timely manner. If a request is received after September it will be met if schedules allow. Please use a separate form for each request.

By mail, return this form to:

Office for Catholic Schools

710 Ninth Avenue

Seattle, WA 98104

School: _____

Contact Person: _____

E-Mail Address: _____

Phone: _____

Fax: _____

Type of event: _____

Date: _____

Time: _____

Place of the event: _____

What role would you expect the Superintendent, Associate or Assistant Superintendents to assume?
(Speech, congratulations, diploma presentations, etc.)

In every instance, the Superintendent, Associate or Assistant Superintendents will remain for a reception following the event in order to greet all those guests who attend.

Will there be a reception? ~ Yes ~ No