

Monroe City Schools
2009 Auburn Avenue
Monroe, LA 71201
Phone: (318)-387-6511 Fax: (318) 387-1365

Agency Request for Student Access

To Service Provider:

Please complete the following information. Bring this letter along with completed form C to the Monroe City Schools Media Center with a background check and fingerprints to receive a Verification form to take to a school to prior to providing services to any student.

Date: _____ Service Provider Name: _____

Agency: _____

Address: _____

Phone: _____

Fax no.: _____

Student: _____ School: _____

Parent: _____

Address: _____

Phone: _____

To Service Provider:

*Please provide us with a **contact number** where you may be reached. When all forms are returned a verification form (form D) will be faxed or emailed to the school Principal for his/her signature and schedule time for student access. This form will be required at the student's school when you arrive to see the student.*

Signature: _____ Contact #: _____
Counselor

Revised: 10/18/2016