

PLAINFIELD PUBLIC SCHOOLS
Consultant Request Form

High academic achievement is the major goal of the Plainfield High School District. To that end, all purchased professional services must be aligned with the educational goals of the Plainfield Public Schools as well as the New Jersey Core Curriculum Content Standards

This form must be approved by an administrator or the head of a department.

School/Department Head _____ Date _____

Form completed by: _____

Signature: _____

Name of Consultant: _____

Date(s) and time(s) of presentation(s): _____

Location: _____

Number of students involved: _____ Grade Level: _____

Itemized Cost: _____ Account to be charged: _____

PROCEDURES

1. This form must be submitted 45 days in advance of the event.
2. A requisition must be attached to this form.
3. Supporting documentation (resumes, references, etc.) must be completed and attached
4. The event must receive approval by the Board before it occurs.
5. All final documentation must have a copy of the PO attached; feedback from the presenter; and a completed Purchased Professional Services Form from the responsible administrator.
6. Within 7 days of the event, submit a completed Purchased Professional Services Form to the Director of Curriculum and Instruction. Future requests will be pending based on the timely submissions of the Purchased Professional Services Form.