



**HISD POLICE DEPARTMENT  
CROSSING GUARD DIVISION**



**2013 SUMMER SCHOOL REQUEST FORM**

**ELEMENTARY SCHOOLS ONLY.** Please fill in spaces completely where indicated. Save and rename the document with your school name. Email to [EVillan1@houstonisd.org](mailto:EVillan1@houstonisd.org) or FAX to the ATTENTION of: Crossing Guard Division at (713) 842-3753. Deadline for completion of form is **MAY 15, 2013.\***

<b>NAME OF SCHOOL:</b>		<b>DATE:</b>	
<b>PRINCIPAL:</b>			
<b>CURRENT ADDRESS:</b>			
<b>CITY:</b>		<b>ZIP:</b>	
		<b>PHONE NO.:</b>	

\*Note: If school did not participate during regular school year, school is not eligible for crossing guards during the summer.

**Summer School Session** (denote by marking X in the appropriate box):  
**Are crossing guards needed?**  YES  NO If yes, how many: \_\_\_\_\_

If the answer is yes, please complete the following:

<b>SUMMER SCHOOL COORDINATOR:</b>		<b>PHONE NO.:</b>	
<b>PAYROLL CLERK:</b>		<b>PHONE NO.:</b>	
		<b>FAX NO.:</b>	

**SCHOOL HOURS:** \_\_\_\_\_

Please list ONLY those crossing locations required for the 2013 summer session.

Street Location		Cross Street	Crossing A.M.**	Crossing P.M.**
	@		-	-
	@		-	-
	@		-	-
	@		-	-
	@		-	-
	@		-	-
	@		-	-
	@		-	-

\*\*Note: Crossing should start 45 minutes BEFORE morning bell times and should continue 45 minutes AFTER afternoon bell times. Each crossing should be for one FULL HOUR.

\_\_\_\_\_  
Signature of Person Completing Report

\_\_\_\_\_  
Date

“The Mission of the HISD Police Department is to ensure an environment where students feel safe to learn, employees feel safe to work, and the community is confident in the safety of the District.”

