

2015 Oklahoma Science & Technology Month Request for Certificate of Achievement

This form can be found in Microsoft Word format on the OCAST web site at: [www.ok.gov/ocast/News Media/Science & Technology Month](http://www.ok.gov/ocast/News_Media/Science_&Technology_Month). The form may be saved on your computer and submitted electronically as an e-mail attachment to leah.maloy@ocast.ok.gov. You may choose to mail the form to the address listed below.

The student's information will be printed on the certificate exactly as submitted on this form. Please ensure all information is complete and accurate with the appropriate capitalization. Names can continue on a second page if needed.

Please **allow at least two weeks** for processing and return of signed certificates.

If you have any questions or comments regarding this year's observance of Oklahoma Science & Technology Month or suggestions for next year, please contact:

Leah Maloy
OCAST
755 Research Parkway, Suite 110
Oklahoma City, OK 73104
Phone 405-319-8288 or toll free at 866-265-2215
Fax 405-319-8426
E-mail leah.maloy@ocast.ok.gov

TYPE OR PRINT LEGIBLY – All fields are required unless otherwise indicated.

Teacher Information

- Please provide contact information in case there are questions regarding a submission.
- All fields are required, including the street address if it is different than the mailing address (as in a post office box).

Teacher's Name: Grace Jackson
 Name of School: Oklahoma Middle School
 Street Address: 201 Main St.
 Mailing Address: P.O. Box 123
 City and Zip Code: Everytown, OK 73999
 Telephone: 580-321-6543
 E-mail: grace.jackson@okms.k12.ok.us

Student Information

- **Please provide the date of presentation.** It will be used for determining turnaround time in addition to being printed on the certificates.
- The student's name will be spelled exactly as it is on the form so please be sure it is correct.
- Provide the student's grade number and subject (i.e., 11th Grade Chemistry).
- If several student names will be submitted, a second sheet can be added.

DATE OF PRESENTATION: May 14

Student's First Name:	Student's Last Name:	Grade:	Subject:
<i>(FirstName)</i>	<i>(LastName)</i>	<i>(11th Grade)</i>	<i>(Chemistry)</i>
Dan	Jones	9th Grade	Physical Science
John	Doe	10th Grade	Biology
Jane	Smith	11th Grade	Chemistry
Beth	Brown	12th Grade	Physics

*When completing the form electronically, hit the tab key at the **end of a row** to go to the next line; also this will continue to add rows at the bottom of the form and automatically start a new page if needed.*