

**Instructions for Completing STARBASE Forms**  
**\*\*\*Please turn in all completed forms at the teacher/class meeting\*\*\***

## **Parent/Student Forms:**

1. Parent Letter FY15
2. Parental/Guardian Consent and Emergency Contact Form FY15
3. Student Agreement/Call Sign Form FY15

\*Make a copy of Parent Letter for each student and attach to Parental/Guardian Consent and Emergency Contact Form.  
\*Make a copy of Student Agreement/Call Sign Form for each student.

**Every student must have these forms completed/signed to attend STARBASE.**

**Students may only attend Day 1 without completed forms!**

## **Teacher Forms to be completed before STARBASE visit to your school:**

1. Class Demographics Form FY15\*
2. Class List FY15\*\*

\*Please use **actual number of students, not percentages** for demographics data.

\*\*Please complete the **top box** and the **first 3 columns of 2<sup>nd</sup> box**. Be sure to fill in **teacher/aides/volunteers information** at the end.

\*\***When arranging the students in groups**, please place at least 3 students per group (4 students per group is ideal...no more than 5 in a group) in a way that will encourage teamwork and a good learning environment. Please leave a blank line between each group. You do not need to use all 6 groups if you have a smaller class. Again, 4 students per group is the ideal group size. Students may be moved throughout their STARBASE time if necessary.

## **Please have all forms completed before the teacher/class meeting at your school.**

**If you have any questions please contact STARBASE Sioux Falls @ 605.367.4930 or  
Rapid City @ 605.737.6083**