

GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES

-0-

DEPARTMENT OF EDUCATION  
OFFICE OF THE INSULAR SUPERINTENDENT  
1834 Kongens Gade  
Charlotte Amalie, St. Thomas, U.S.V.I. 00802-6746

Date \_\_\_\_\_

**LaVerne Terry, Ed.D.**  
**Commissioner**  
Department of Education  
1834 Kongens Gade  
St. Thomas, Virgin Islands 00802-6746

Dear **Dr. Terry:**

I respectfully request travel to \_\_\_\_\_ on \_\_\_\_\_ for the  
\_\_\_\_\_ class/club \_\_\_\_\_ School. We will visit  
\_\_\_\_\_ and will visit (Specific Sites)  
\_\_\_\_\_

Students would be thus exposed to (Educational relevance) \_\_\_\_\_  
\_\_\_\_\_. The students will have to submit a report.

Mode of Travel: Air (Airline and flight no.) \_\_\_\_\_ Sea (vessel  
and time) \_\_\_\_\_ Ground (Van, Truck, etc.) \_\_\_\_\_

Chaperones (1 to 10 students) \_\_\_\_\_  
\_\_\_\_\_ Telephone  
\_\_\_\_\_

Contact \_\_\_\_\_ Enclosed are the parental consent forms. The cost of  
travel will be paid by \_\_\_\_\_

Sincerely,

\_\_\_\_\_ Teacher/Advisor Department Chair \_\_\_\_\_

Approved/Disapproved

Approved/Disapproved

Approved/Disapproved

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Commissioner

GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS



Department of Education  
*Office of the Insular Superintendent*  
1834 Kongens Gade  
St. Thomas, Virgin Islands 00802-6746

Telephone (340) 775-2250

Fax (340) 775-7381

April 6, 2007

**DRAFT**

Lauren Larsen, Ph.D.  
Acting Commissioner  
Department of Education  
1834 Kongens Gade  
St. Thomas, Virgin Islands 00802-6746

Dear Acting Commissioner Larsen:

The University of Pennsylvania in Philadelphia, will celebrate their traditional Penn Relay Carnival April 25 to May 1, 2007. This is one of the most important Track Meets for high school and college students throughout the United States and the Caribbean Islands. The Charlotte Amalie High School's Track and Field Team has been invited to participate in this event.

This experience will not only give team members the opportunity to compete with some of the best high school athletes in the United States and the Caribbean, but will allow them to visit the University and participate in other events on campus. It also allows them to appreciate other cultures. Most important it will give our students the opportunity to be seen by college and university coaches who will attend the meet.

Respectfully,

Lisa A. Hassell-Forde  
Insular Superintendent

\_\_\_\_\_  
Approved  
Lauren Larsen, Ph.D.  
Acting Commissioner

\_\_\_\_\_  
Disapproved  
Lauren Larsen, Ph.D.  
Acting Commissioner

\_\_\_\_\_  
Date

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April 6, 2007

**DRAFT**

Honorable John P. deJongh, Jr.  
Governor of the US Virgin Islands  
Office of the Governor  
21-22 Kongens Gade  
St. Thomas, Virgin Islands 00802

Dear Acting Commissioner Larsen:

The University of Pennsylvania in Philadelphia, will celebrate their traditional Penn Relay Carnival April 25 to May 1, 2007. This is one of the most important Track Meets for high school and college students throughout the United States and the Caribbean Islands. The Charlotte Amalie High School's Track and Field Team has been invited to participate in this event.

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Respectfully,

Lisa A. Hassell-Forde  
Insular Superintendent

\_\_\_\_\_  
Approved  
John P. deJongh, Jr.  
Governor

\_\_\_\_\_  
Disapproved  
John P. deJongh, Jr.  
Governor

\_\_\_\_\_  
Date

## STUDENT ROSTER

CHAPERONE: \_\_\_\_\_

STUDENTS 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

CHAPERONE: \_\_\_\_\_

STUDENTS 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_