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COW Checkout Request

**\*\*\*\*\*\*THIS FORM MUST BE EMAILED TO THE IT COORDINATOR**

**Desired Checkout Dates:**

**Teacher Name**:

**Grade Level**:

**NCSCOS Goal You will Cover in Class**:

**Assignment that COW is needed for** (please include websites and software to be used):

**You are requesting a (Please Circle )**

1-day checkout 2-day checkout 3-day checkout

**Time that COW will be needed/used (Please be specific...i.e. 8-9:15 AM): \_\_\_\_\_\_\_\_\_\_\_\_**

**-------------------------Bottom Portion to be Filled Out By Coordinator--------------------**

**Date Request was Submitted:**

**Is this a valid COW request? Yes No**

**Is there a COW available on the requested date(s)? Yes (#1 or #2) No**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COW Picked up \_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)COW Returned \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)**

**Condition Condition**