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| shield | **Stone Memorial High School**  2800 Cook Road ∙ Crossville, TN 38571  Telephone (931) 484-5767  **Kelly J. Smith**  *Principal* |

(Date)

Director of Schools, Mrs. Janet Graham

Cumberland County Board of Education

368 Fourth Street

Crossville, TN 38555

Dear Mrs. Graham and Board of Education Members,

We are seeking the board’s permission to allow Stone Memorial High School (group/organization)

to (attend/visit) the following (event(s)/facilities) for the 2019-2020 school year:

(List the events, locations, dates) (TBA if date is not available at the time)

Sincerely,

(Teacher Name) Kelly J. Smith

(Dept.) Principal