

ST. TAMMANY PARISH SCHOOL BOARD
LETTER OF INTRODUCTION
ANNUAL APPLICATION
INFORMATION
2025-2026

IMPORTANT INFORMATION:

The Letter of Introduction must be renewed every school year. If you would like more than one event approved during a school year, an application must be submitted **per** event.

The School System does not promote one business over another.

Permission may be revoked by the Superintendent or his designee at any time.

There cannot be a “buy one get something free” stipulation within the offer.

Flyers cannot contain sponsor names or inappropriate language/pictures adversely affecting the School System.

If direct contact with students is sought, there may be a requirement for fingerprinting with STPSB for all employees of the applicant agency/business/organization who will enter the schools. The cost of fingerprinting is \$85 for each agency employee and is paid by the agency. If required, payment must be made payable to the St. Tammany Parish School Board in the form of a money order, cashier's check, or certified check. The agency request will then be reviewed once the fingerprinting is complete which may take up to 3 weeks for clearance. A clearance determination will be made followed by an acknowledgement phone call or letter.

Parent Teacher Association or Booster Clubs sponsoring an event or activity on a school's campus must first have the Principal's permission. If the event or activity requires a vendor(s) to be involved, the vendor(s) must comply with all privacy, vetting, and any other requirement STPSB has regarding vendors on campus. The vendor(s) must have a

For all services offered to employees, contact the employee benefits program, STAR, at (985) 898-3297 for possible inclusion in the program.

A School Directory and information can be found on the School System website: <http://stpsb.org/>

APPLICATION PROCESS:

The application must be legible and completed in its entirety. Submit to the Administrative Supervisor, Jennifer Alleman, for approval.

Mail To:

321 N. Theard St., Covington, LA 70433, Attention Jennifer Alleman

Or Email – Jennifer.Alleman@stpsb.org

Once a determination has been reached, a notification will be sent to the email listed on the application.

**ST. TAMMANY PARISH SCHOOL BOARD LETTER OF INTRODUCTION
ANNUAL APPLICATION
2025-2026**

NAME: _____ AGENCY/BUSINESS/ORGANIZATION: _____
(Company Name)

ADDRESS: _____
(Street) (City) (State) (Zip Code)

PHONE #: _____ AGENCY:PROFIT/NON-PROFIT EMAIL: _____
(Circle One)

NAME OF ANY REPRESENTATIVES INCLUDED IN THE REQUEST TO VISIT SCHOOL SITES:

(Print)

CATEGORIES: (Check those that apply)

<input type="checkbox"/> Camp/Clinic	<input type="checkbox"/> Recreational District	<input type="checkbox"/> Achievement Award/Contest/Scholarship
<input type="checkbox"/> Company Offering Service	<input type="checkbox"/> Membership	<input type="checkbox"/> Educational Presentation/Program
<input type="checkbox"/> Community Event	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Other
<input type="checkbox"/> Employment Opportunity	<input type="checkbox"/> Field Trip	Explain: _____

SUBMITTED REQUESTS MUST CONTAIN ONE OR MORE OF THE FOLLOWING THAT CORRESPONDS TO THE CHOSEN CATEGORY ABOVE:

<input type="checkbox"/> Letter requesting Letter of Introduction on agency letterhead	<input type="checkbox"/> Program sample/outline
<input type="checkbox"/> Copy of flyer and information to be distributed	<input type="checkbox"/> Presentation demo/outline

WILL YOU: (Check those that apply)

<input type="checkbox"/> Contact the media: YES/NO Explain: _____
<input type="checkbox"/> Use information obtained from the School System to an outside source? Who? _____
<input type="checkbox"/> Have direct contact with students: YES/NO Explain: _____
<input type="checkbox"/> Do you have a Letter of Introduction from a previous school year: YES/NO List year: _____

Signature

Position with Agency/Business/Organization

Date

FOR OFFICE USE ONLY**

☐ APPROVED TO SPEAK WITH ADMINISTRATION

☐ FLYER APPROVED (Vendor is responsible providing all copies for which you are approved)
☐ Flyer approved ☐ Student distribution ☐ Flyer in school office only ☐ Post in faculty lounge only

☐ MUST HAVE SCHOOL STAFF PRESENT WHEN THERE IS DIRECT CONTACT WITH STUDENTS.

☐ OTHER: _____

☐ FINGERPRINTING PROCESS REQUIRED (Must be completed before final approval.)

Date Notified _____ Initials _____
Date Completed _____ Approved _____ Denied _____

☐ DENIED

☐ Does not meet the needs of the system
☐ System has a similar program
☐ Other: _____

APPROVED/DENIED BY:

Signature

Supervisor of Administration

Position

Date

Signature

Director of Curriculum & Instruction

Position

Date