



CIP Request Form

Section 1:

Use this form to formally request any project(s) for FY24 CIP consideration. If your project requests are accepted for consideration and adopted as part of the FY24 CIP, please note that work will not begin at the earliest until July 1, 2023 in accordance with the Fiscal Year. Additionally, you may request CIP Projects for future years until FY33 (See Section 2).

CIP projects are typically for infrastructure and apply to more than one area of the school, a common area, or improve the learning and teaching environment for all students, staff, and visitors. For maintenance requests and work orders (e.g. minor painting, dysfunctional furniture in a classroom) please contact your school or facility.

Requestor Name: _____

Relationship to ACPS: _____
(Use Dropdown)

Section 2: Please Use Dropdown on each Item:

Fiscal Year Request: _____

Facility: _____

Type of Request: _____

Section 3:

Please provide a description of the project in detail. Useful details include the location of the project on school grounds (e.g. classroom number, school entrance door number, specific outdoor area) and the scope of the project. If you have an estimated cost for this project, please include that information here.