

Request for Permit (Permission) to Contact

Principals

Date of application: _____

Organization/Person: _____

Representative: _____

**Permit processing will
end May 7, 2026**

Purpose for request, please check one:

☐ Distribution of information (ex. flyers) – Must offer benefit to Calcasieu Parish School Board students. Please list benefits to Calcasieu Parish School Board students:

☐ Provide a service/conduct business (ex. food truck, photography) with school system on school property. This includes vendors of Financial Products, Unions, Organizations, and Insurance Agencies, asking to meet with employees before and after school only.

(Must provide Certificate of Insurance to Risk Management **prior to approval**)

- Evidence of at least \$1 million in general liability insurance
- Certificate holder: Calcasieu Parish School Board
- CPSB shall be named as an Additional Insured
- Food vendor – Proof of current Louisiana Sanitarian Services Permit

Please provide contact information below:

Cell number: _____ Email: _____

Please be advised that permission to contact principals in no way implies any obligation on the part of the school or school principal. **The decision to participate in this program, service, or offering lies solely with the principal.**

Permit requests will be processed within five business days. An approved permit list can be found [here](#).

Please fax a copy of the flyer you want to distribute to (337) 217-4051 or email to peggy.carlile@cpsb.org. Permits will not be issued until a flyer has been received. The permit expires at the end of the current school year.



Jason Van Metre, Ed.D., Superintendent