



SY 24-25

Dear Administrators and Teachers,

It is nearly time to schedule classes for the 24-25 school year. STARBASE Peterson's reputation for making a positive impact on student success and interest in STEM has grown considerably over the years. Our academy partners with schools and districts throughout the greater Colorado Springs area and we are looking forward to working with as many of you as possible in the upcoming year. The Department of Defense mandates that all participating schools meet the 25-hour commitment by attending the STARBASE academy program for five hours per day for five full school days. Transportation to and from Peterson SFB is the responsibility of the participating district/school. The ability for your transportation department to support full participation will be looked at closely as we are scheduling schools for next year. Our usual hours for classes are 9:00a.m.-2:00p.m. but it may be possible to adjust those hours, if requested (such as 8:30-1:30 or 9:30-2:30), to enable a school to attend for a five-hour block of time. In addition, the DOD STARBASE mission is to serve schools with students that are historically under-represented, socio-economically disadvantaged, live in a rural area, or have high disability populations with the aim of encouraging pursuit of STEM education and careers in these groups. These factors will all be considered as we schedule schools for the upcoming school year.

- STARBASE Peterson will begin accepting requests on **Tuesday, March 19, 2024**. Please do not send forms before 3/19/24; any scheduling requests received before this date will not be considered and schools will be asked to resubmit their requests.
- **Priority for consideration will be given to schools submitting a completed scheduling request form by 3:00 p.m., Wednesday, March 20th**. Any requests received after that date/time will be considered after schools meeting the deadline are scheduled.
 - Spring Break is March 25-29 and we understand that teachers will be off for a well-deserved vacation during that week. STARBASE staff will use that time to review all requests received during the priority window. Communication for scheduling will continue after the break.
- **Request forms MUST be EMAILED to officemanager@starbasepeterson.com**. Any schools sending request forms to other email addresses will be asked to resubmit their request as the office manager's email address is used for tracking all scheduling communication.
- **A request is not a guarantee of attendance**. STARBASE Peterson receives requests from dozens of schools and must ensure those attending will meet DOD STARBASE and STARBASE Peterson mission requirements.
 - Refusal of offered dates may result in a school being placed on the waiting list.



SY 24-25

- **We cannot guarantee space for additional classes**
 - Once classes projected for SY24-25 are scheduled, changes may not be possible and could result in a school being moved to the waiting list.
- **Schools must agree to fulfill the commitment to attend five full days of instruction.** Cancelling one or more of the five required days may result in your school being removed from the schedule and another school able to meet the full academy program scheduled in your place.
- **DOD regulations define a class as a minimum of 20 students.**
 - Schools having classes of fewer than 20 may be placed on our waiting list or combined with another school with small class sizes.
 - Our capacity is a maximum of 32 students per room.
 - Please be aware we may divide 3 smaller classes into 2 larger groups to facilitate scheduling.

These guidelines are more rigorous than previous years and are in place to ensure our academy is fully compliant with DOD STARBASE mission requirements. The Colorado STARBASE program has grown and with each year more schools are asking to participate in our hands-on/minds-on STEM academy to enhance and support classroom instruction. This means there are now more requests than we have space for during the school year but we will do our best to accommodate as many classes as possible.

That said, DOD STARBASE and STARBASE Peterson are still awaiting a final budget decision in Washington, D.C. **Until a final federal budget is approved, all scheduling for SY24-25 is TENTATIVE.** Please understand we depend on annual approval of the federal budget and schools will be contacted in August to confirm their scheduled dates.

Please feel free to call me at 719-556-9500, if needed. While STARBASE Peterson must have a completed form to schedule a school, I am happy to answer any questions or address any concerns you may still have.

Respectfully,

A handwritten signature in black ink that reads "Sarah J. Knox". The signature is written in a cursive, flowing style.

Director, STARBASE Peterson



STARBASE Peterson SY24-25 Scheduling Request

Request forms will be accepted beginning **March 19, 2024**.

For priority consideration, fully complete forms must be received by 3:00 p.m., March 20, 2024.

Email completed form to **officemanager@starbasepeterson.com**.

School _____ District _____

Principal's name & email _____

POC's name & email _____

*Schools should have a primary POC who will be responsible for scheduling, sharing info with others at the school, & communication with STARBASE Peterson in SY24-25.

5th grade classes expected SY 24/25 _____ **# students per class** expected _____

Circle your school's Title I status: **Title I** **Not Served by Title I**

Other considerations for your school's priority (rural, high SpEd or GT population, etc.): _____

Does your school prefer Fall or Spring semester, or are you flexible? _____

Schools must plan to attend STARBASE for **5 full days for 5 hours**. Is your school able to attend the full 25-hour program? Please circle one: **Yes** **No** *if NO, why? _____

Does your school prefer (please check **one**):

- 1 day/week for 5 weeks
 - Any day that **will NOT** work for your school (e.g.: PLC/late start, 4-day week) _____
- 5 consecutive days (typically Monday to Friday)
- Your school is flexible and can accommodate either schedule.**

STARBASE Peterson can help prepare your students for testing as a fun review for math and science and also serve as a welcome break during a testing week. **Is your school able to attend during April 2025? Please circle one: Yes No Possibly**

What other information will help us determine the best possible schedule for your school? For example, what school events (science fairs, special schoolwide, events, field day, etc.) other than scheduled district breaks or holidays, may interfere with attending STARBASE? What month does your school prefer to start? *requests for exact dates/months cannot be guaranteed _____

