



Dear Administrators and Teachers,

It is nearly time to begin scheduling for the 26-27 school year. STARBASE Peterson's reputation for making a positive impact on student success and fostering an interest in STEAM has grown considerably over the last few years. We partner with schools throughout the Colorado Springs region and we are looking forward to working with as many of you as possible in the upcoming school year.

The DOD STARBASE mission is to encourage pursuit of STEAM education and careers in our nation's youth. Federal guidance mandates that all schools participating in the STARBASE Academy program meet the 25-hour commitment by attending five hours per day for five school days. Transportation to and from Peterson SFB is the responsibility of the participating district/school. Our usual class hours are 9:00-2:00 but we may be able to adjust earlier/later (such as 9:30-2:30) to enable a school to attend a full five-hour block of time. Any such adjustments must be requested in advance. Ability to meet the required hours will be looked at closely when scheduling classes for the 26-27 school year.

STARBASE Peterson will begin accepting requests on **Monday, April 6, 2026**. Please do not send forms earlier than 4/6/26; any request forms received before this date will not be considered and schools will be asked to resubmit their requests.

- **Priority will be given to schools submitting a completed scheduling request form by 3:00 p.m., Tuesday, April 14, 2026.**
  - Any requests received after that date/time will be placed on the wait list until schools that have met the deadline are scheduled.
  - Incomplete forms will not be accepted.
- **Request forms MUST be EMAILED to officemanager@starbasepeterson.com.**
  - Forms sent to other email addresses will be rejected and schools asked to resubmit their request.
  - Officemanager@starbasepeterson.com is the STARBASE Peterson official email address for tracking communication related to scheduling and registration.
- **Submitting a request does not guarantee attendance.**
  - STARBASE Peterson receives requests from dozens of schools and must ensure those attending will meet STARBASE mission requirements and expectations.
  - While we will do our best to offer dates aligning with your school's requested preferences, please be aware this is not always possible.
  - Refusal of offered dates may result in your school being placed on the waiting list as we work to schedule other schools on those dates.



SY 26-27

- **Once your school is scheduled, we may not be able to accommodate changes.**
  - Changes to your scheduled dates or the number of classes projected may result in your school being removed from the calendar and placed on our waiting list.
- **Schools must 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 complete 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.

The Colorado STARBASE program has grown and with each year more schools are asking to participate in our free hands-on/minds-on STEAM academy to supplement, support, and enhance their classroom instruction. This means there are now more requests than we have space for during the school year. These guidelines are in place to ensure our academy is fully compliant with DOD STARBASE mission requirements.

While STARBASE Peterson must receive a completed form to schedule your school, I am happy to answer any questions you may still have. Please feel free to contact me by email, [director@starbasepeterson.com](mailto:director@starbasepeterson.com), or by calling 719-556-9500.

Respectfully,

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

Director, STARBASE Peterson



## STARBASE Peterson SY26-27 Scheduling Request

Request forms will be accepted beginning Monday, April 6, 2026.  
For priority consideration, fully complete forms must be received by 3:00 p.m., Tuesday, April 14, 2026.  
Email completed form to [officemanager@starbasepeterson.com](mailto:officemanager@starbasepeterson.com)

School \_\_\_\_\_ District \_\_\_\_\_

Principal's name & email \_\_\_\_\_

Primary POC's name & email \_\_\_\_\_

\*Schools must designate a primary POC who will be responsible for scheduling, sharing info with others at the school, and all communication with STARBASE Peterson during SY26-27

# 5th grade classes expected SY26-27 \_\_\_\_\_ # students per class expected \_\_\_\_\_

Are there any circumstances we may need to consider when scheduling your school such as rural, Title I, magnet school, located on military installation, 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 each day**. Is your school able to commit to 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 has received positive feedback as a good review for math and science or to serve as a welcome break during the spring testing window. Is your school able to attend during April 2027.

Please circle one: **Yes** **No** Possibly (please explain): \_\_\_\_\_

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

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