

How to Request an ALT from 神奈川県立総合教育センター

Who can request an ALT?

1. Principals
2. Vice Principals
3. English Teachers
 - a. Vice Principals and English Teachers will need to get approval from Principals.

Requesting Process

1. Call the Center
 - a. Phone number: 0466-81-1694
2. Tell the Education Center Employee your preferred ALT Visit date
 - a. Please call at least 2 months before your preferred date
 - b. Education Center Employees will confirm the ALT's schedule
 - i. I recommend having a couple dates, in case ALTs are busy.
3. The Education Center Employee will call you back to confirm the ALT Visit date
4. An official request form will be sent to you via email once the date is confirmed
 - a. This form will require the Principal's written name
5. Fill out the form and return it via email
6. You can expect to get confirmation of the ALT Visit one week after your submission

Now an ALT will come to your school!

1. ALTs may reach out to you before their visit, if they have any questions, if you asked for lesson materials, or if you asked for collaboration.