

### School Visitation Form

Directions: Fill-in all sections of this form and submit to the Pupil Services Office (email/mail/fax) at least 48 hours prior to date requesting to visit school.

You will be contacted by the school to confirm your visit.

Today's Date:

Name(s) of Visitor(s):

Phone:

Email:

Date Requesting Visit:

Time Requesting Visit:

School Requesting to Visit:

Child's Grade if applicable:

Reason for Visit:

Signature \_\_\_\_\_

For office use only

Date Received \_\_\_\_\_

Signature \_\_\_\_\_

Date Forwarded \_\_\_\_\_