

Pardeeville High School Student Visitor Request

Pardeeville High School desires to provide both a safe and an enjoyable experience for all those that attend and work at Pardeeville High School. To help us attain that goal the student host and guest must provide the information requested below and meet the stated criteria. Only one student guest is allowed per Pardeeville student.

I, _____, Pardeeville High School Student, am requesting that I be allowed to bring the following person as a guest to our school on _____.
Reason for visit: _____

Required Guest Information:

Guest's name _____
 Current school & grade _____
 Parent/guardian name _____
 Home address _____
 City, state, zip code _____
 Home telephone no. _____
 Daytime contact no. _____

I understand that my guest is to be a current high school student or a high school graduate within the past year. Exceptions can be made at the discretion of the High School Office, but no guest may be over the age of 21.

This form must be turned in to the office no later than (3) days before the visit for permission to be granted.

Before submitting this form to the High School Office please take around to all of your teachers and have them approve or disapprove the presence of your guest in their classroom on the day of the visit. For classes that the student is not allowed they will be expected to report to the office during that period.

PHS STUDENT SIGNATURE _____ DATE _____

| HOUR | APPROVE/DISAPPROVE | TEACHER SIGNATURE |
|------|--------------------|-------------------|
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| 9 | | |

- All visitors must check in at the front office before proceeding into the school.
- Visitors may only visit in the classrooms of which they have permission on the Approved Visitor Form.
- Guests are expected to follow all school rules and policies. Failure to do so will result in removal from the school.
- Food and drink should not be brought into the school during classroom visitation. Visitors are not allowed to leave campus or go to their vehicles during the school day.
- Please remove hats and outside garments upon entering the school. They may either be stored in host student's locker or in the main office.
- Upon leaving the building, please check out at the front office.

FOR OFFICE USE ONLY:

DATE SUBMITTED: _____

APPROVED _____ DISAPPROVED _____

ADMINISTRATION SIGNATURE _____