

SALEM SCHOOL SYSTEM  
Salem, Connecticut

## STUDENTS

STUDENT VISITS TO THE SCHOOL - PROCEDURESSCHOOL VISITATION FORM

Student groups visiting Salem School from another school for the purpose of educational and cultural enhancement are encouraged and supported. Arrangements for these visits must be approved by the Principal prior to the visit.

An individual student who wishes to visit Salem School should be accompanied by a parent or guardian. If the student wishes to visit unaccompanied, he/she must complete the following:

*PROPOSED* Date(s) of visit: \_\_\_\_\_ Time: \_\_\_\_\_

Name of visiting student: \_\_\_\_\_

Name of Salem student accompanying visiting student (if applicable): \_\_\_\_\_

Purpose of visit (must be educational): \_\_\_\_\_

Telephone number(s) where parent of visiting student can be reached during the period of the visit: \_\_\_\_\_

In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated and to follow his/her instruction.

\_\_\_\_\_  
Physician's Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Preferred Hospital

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian of visiting student

Please attach a signed Salem School medical history form.

All arrangements for an individual visit must be made at least one week in advance of the visit and must be approved by the Principal.

All students visiting Salem School are expected to follow the rules of the school. Any student or students violating these rules will be asked to leave the site.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

Procedure Adopted: June 27, 1995