

Request Permission for guest speaker(s) for a class

Teacher Name: _____

Course: _____

Requested Date: _____

Time of day/Periods _____

Name of Speaker: _____

Organization affiliation: _____

Contact Information: _____

Brief Description of the Subject/Topic of Presentation/Discussion and how it is linked to the curriculum for the above referenced course (Attach additional page(s) as necessary **and** all materials that will be handed out to the students):

Date Submitted: ___/___/20___ (requests must be completed at least 3 weeks before the planned speaker visit)

I will be present for all interactions between this speaker and students during this scheduled visit and ensure compliance with Board of Education Policy 1240 - Visitors to the Schools.

Teacher: _____ Date: _____

I have reviewed this request and concur that the planned activity aligns with the scope and sequence of the course curriculum AND represents a productive use of instructional time for the indicated students:

Director/Coordinator: _____ Date: _____

Final Approval:

Building Administrator: _____ Date: _____
