

STUDENT VISITOR INFORMATION

New Market Skills Center's policy, for student visitors on campus, is designed to ensure the safety of our students, as well as, ensure the least disruption possible to program instruction.

In order for a New Market student to have a student visitor on our campus, the following must occur 24 hours prior to the visitor arriving:

- ✓ New Market host student must complete the **STUDENT VISITOR REQUEST FORM** and return to the NMSC Student Center 24 hours in advance of the planned visit.
- ✓ All Signatures must be secured before approval is given. The final signature is that of a NMSC Administrator. The New Market Administration reserves the right to refuse the visit of any person at any time.
- ✓ Student visitors who arrive prior to the completion of the process will be asked to leave.
- ✓ On the day of the approved visit, the host student and student visitor must report to the NMSC Office for a Student Visitor Badge. The badge is good only for the date indicated.
- ✓ The Student Visitor Badge is to be give to the Program Instructor at the end of the visit prior to leaving the NMSC campus.
- ✓ All adult visitors are required to go through the Student Center to sign in and receive a Visitor Badge.

STUDENT VISITORS WILL NOT BE ALLOWED DURING THE FOLLWING TIMES:

- ✓ First Two Weeks of Each Semester
- ✓ Week Preceding Any School Vacation
- ✓ Week of Final Testing
- ✓ Last Three Weeks of School

**NEW MARKET SKILLS CENTER
STUDENT VISITOR REQUEST FORM**

***ALL SIGNATURES MUST BE SECURED AND THIS FORM TURNED IN
TO A STUDENT CENTER ADMINISTRATOR FOR FINAL APPROVAL 24
HOURS IN ADVANCE OF THE VISIT.***

NMSC Student _____ Phone _____

Visitor Name _____ Phone _____

Visitor's Address _____

Visitor's School _____

Relationship to NMSC Student Host _____

Date of Visit: _____ Reason for Visit: _____

Program _____

★ ★ ★

I understand that while the above mentioned visitor is on the New Market campus, I will take full responsibility for his/her actions. I will make the visitor fully aware of the policies & procedures of NMSC.

Signature of Host Student & Program

Signature of NMSC Instructor & Program

Signature of Visitor & Phone

Signature of Visitor's School Principal or Counselor & Phone

Signature of Visitor's Parent/Advocate & Phone

Parent/Advocate Signature denotes not only permission for son/daughter to visit NMSC on date indicated above, but a waiver of liability while he/she is on NMSC property.

NMSC Administrator

Approved Visit Date

New Market reserves the right to refuse the visit of any person at any time. NMSC students and visitors are reminded that visitors will not be allowed during the following times:

- ✓ First Two Weeks of Each Semester
- ✓ Week of Final Testing
- ✓ Week Preceding any School Vacation
- ✓ Last Three Weeks of School