



## VISITOR PERMISSION FORM

- Requests for visitors must be done in advance.
- Permission can be given by the principal or vice principal.
- If permission is granted, the administrator will complete Section 1 below.
- If admin permission is granted, teacher permission will be indicated by signing the appropriate portion of Section 2 below.
- Once teacher approvals have been obtained, return the form to the principal for final approval

### Section 1 (INITIAL APPROVAL)

The following KCS student \_\_\_\_\_ has been granted permission to  
(name of KCS student)

bring a visitor into the school on \_\_\_\_\_ if approved by all teachers.  
(day/date of visit)

The visitor's name is \_\_\_\_\_.

Reason for visit: \_\_\_\_\_

Office Permission \_\_\_\_\_ (Admin. Initials)

### Section 2 (TEACHER APPROVAL)

Period 1 Teacher Initials \_\_\_\_\_

Period 2 Teacher Initials \_\_\_\_\_ or MS Homeroom Teacher \_\_\_\_\_

Period 3 Teacher Initials \_\_\_\_\_

Period 4 Teacher Initials \_\_\_\_\_

### Section 3 (FINAL APPROVAL)

Admin Permission Yes \_\_\_\_\_ No \_\_\_\_\_

Note: The visiting person must sign in at the office upon his/her arrival.