



Chapin Intermediate School Visitor Authorization Form

In an effort to ensure safety for all students, we have implemented the following guidelines: Only parents and legal guardians are allowed to visit students at school without written permission from the parent or legal guardian. It is important that parents know who is visiting their child(ren) during the school day. Approved classroom volunteers and visitors for school-wide programs open to the public, do not require the same written consent. Any court order restricting parental visits to a child supersedes this policy.

To make this a smooth process for you and your visitors, you may fill out this form and return it to the front office prior to the date of the visit. You could choose instead to send a signed and dated note to the front office which should include the visitor and student names, date(s) and purpose of the visit.

Please use this form to indicate individuals who have your permission to visit your child at Chapin Intermediate School. If indicated below that visitors are allowed for the duration of the school year, this form will need to be completed each year.

I, _____, parent/legal guardian of, _____, a student at Chapin Intermediate School, give permission for the following individual(s) to visit my child during the school day.

Visitor's name(s) _____

Purpose of the visit(s):

_____ Lunch

_____ Classroom Program

_____ Classroom Visit

_____ Other: _____

School -wide programs open to the public do not require permission.

The visit is approved for: _____ (date) OR

From: _____ to _____ (date range)

(parent/legal guardian printed name)

(parent/legal guardian signature)

(date)