

# Calais Middle/High School

## Student Visitation Form

**Note: This visitation form must be completed and returned to the office at least one week prior to the visit. The following steps must be completed for the visitation to be approved:**

- Forms must be signed by the visiting student's principal and parent(s).
- Form must be signed by CMHS student's teachers and parent(s).
- Form must be submitted to Mrs. Spearin ONE WEEK prior to the visiting student's arrival.
- Visitations will not be scheduled during weeks where midterms or finals are scheduled.

Date of Visit Requested: \_\_\_\_\_ Blue Day or White Day (Circle One)

Please fill out the following information for the VISITING STUDENT:

Name & Grade: \_\_\_\_\_ School: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Please fill out the following with your information:

Name & Grade: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

Teacher Signatures:

Period	Class	Teacher Signature	Teacher Comments
Blue 1			
Blue 2			
Blue 3			
Blue 4			
White 1			
White 2			
White 3			
White 4			

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_