



OREGON MIDDLE SCHOOL GUEST PERMISSION SHEET

Instructions:

1. Complete the top portion of this letter.
2. Give this letter to your guest to have his/her **principal** or **associate principal** complete the bottom portion and fax it to the Oregon Middle School 608-835-8491 or return it yourself to the Oregon Middle School office..
3. This letter must be returned **two days prior to the activity**.

I, _____, am requesting that
(Oregon Middle School Student's Name)

_____ from _____ attend:
(Guest's Name) (School he/she is currently attending)

Reason for visit _____

*I have read the student handbook policy regarding guests and activities and understand that this letter must be returned to the office **two days prior to the activity** in order for permission to be obtained. I also understand that my guest is expected to comply with the rules of Oregon Middle School while in attending the activity..*

Home District Verification

I verify that _____ is in good standing at our school
(Guest Student's name and grade)

and would be permitted to attend events in our district.

Signature: _____ Title: _____

School: _____

Phone: _____

Any additional comments:

For additional questions please call Oregon Middle School at 608-835-4800