

OREGON HIGH SCHOOL VISITOR FORM

Student visitors are not encouraged unless there are special circumstances. Parents must contact the appropriate administrator to request approval for a student visitor. Parental permission and emergency contact information is required for the visiting student. Teachers must grant approval for the visiting student. If a teacher decides that the student should not have a visitor, he/she will indicate this on the form. All teachers must approve the visit or the visit will not take place. Information and approvals must be complete **3 days before** the day of the visit. The visitor must: bring a form of ID (school ID, driver's license, etc.), sign-in and obtain a visitor's pass from the main office on the day of the visit.

1. Explain pertinent rules and procedures to your guest.
2. As you go to each class/study hall, introduce your guest to the teacher and make sure suitable seating is available.
3. Visitor's pass must be displayed in full view during the duration of the visit and returned to the main office at the end of the day when they sign out.
4. Any visitor who refuses to obtain administrative approval upon entering the building or refuses to leave the building upon request by staff or administration will be referred to the Oregon Police Department for trespassing.

OHS STUDENT INFORMATION

Student Name _____

Parent Signature _____

Date _____

VISITOR INFORMATION

Visitor/Student Name	Date of Visit:
Visiting Student is Currently Enrolled at	
Parent Signature	Date
Home Phone	Work Phone
Emergency Contact	Phone No.

HOUR	CLASS	TEACHER SIGNATURE & COMMENT	APPROVE VISITOR? Y or N
1			
2			
3			
4			
5			
6			
7			
8			
9			

Administrative Signature _____

Date _____