

VISITORS TO THE SCHOOLS
COLUMBIA SCHOOLS
COLUMBIA STATION, OHIO

VISITOR REGISTRATION REQUEST

Each person requesting to visit a Columbia school without a school personnel escort is asked to complete this form. It will be reviewed by the building administration. If approved, the visitor will receive a Visitor identification badge that must be worn at all times during the visit. Please return this badge to the office upon completion of your visit.

DATE _____ DATE OF VISITATION _____

NAME _____
Signature _____

ADDRESS _____

ORGANIZATION YOU REPRESENT _____

PURPOSE OF VISIT _____

Your child's class, teacher, or program you wish to visit:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Administration Comments:

Approved: _____
Signature

Denied: _____
Signature

Reason for Denial: _____

White - Building Principal
Yellow - Superintendent