

Guest Speaker(s) Request

Name, staff member

Today's date

Name, prospective speaker(s)

Speaker's affiliation

A) Do you have any relationship with this guest speaker? _____

B) Are you aware of any staff member who might have a relationship with this guest speaker? _____

If yes, please explain: _____

C) Is this guest speaker being paid? _____

D) Is this guest speaker soliciting anything from students? _____

Specify class by title, period(s), and dates

Educational objectives

Is the material to be covered known to be sensitive or potentially sensitive? _____

Teachers will submit completed forms seven (7) calendar days prior to the guest speaker's intended appearance. Exceptions to this time period will only be permitted pursuant to this policy and procedure.

Date of principal's response

Not approved

Approved

Principal's signature

Principal: Please send this form with an explanation to the Executive Director of Personnel if the speaker violates any District policy or procedure or general classroom decorum.