

# 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 or promoting anything from or to students? \_\_\_\_\_

\_\_\_\_\_  
*Specify class by title, period(s), and dates*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Educational objectives*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the material to be covered known to be sensitive or potentially sensitive? \_\_\_\_\_

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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 Human Resources if the speaker violates any District Regulation or procedure or general classroom decorum.*