

School Campus Visitor Pass Request Template

Please fill out the information below to request a visitor pass. This document must be printed, completed, and presented to the front office upon arrival at the campus.

Visitor Information

Full Name:

Phone Number:

Email Address:

Organization / Company Name:

Visit Details

Date of Visit (MM/DD/YYYY):

Estimated Arrival Time:

Estimated Departure Time:

Name of Staff Member / Host to Visit:

Department or Room Number:

Purpose of Visit:

For Administration Office Use Only

Approved By Name:

Assigned Visitor Badge Number:

Actual Arrival Time:

Actual Departure Time:

Authorized Signature: