

School Campus Visitor Access Request Form

Please complete this form to request access to the school campus. This document is formatted for printing and physical signing.

1. Visitor Information

Full Name (Last, First, M.I.):

Phone Number:

Email Address:

Organization / Affiliation:

Identification Type & Number (e.g., Driver's License):

2. Visit Details

Date of Proposed Visit (MM/DD/YYYY):

Expected Arrival Time:

Expected Departure Time:

Purpose of Visit:

Name of School Host / Staff Member:

Specific Destination / Room Number on Campus:

3. Acknowledgement and Signatures

By signing below, the visitor agrees to follow all school safety protocols, wear a visitor badge at all times, and remain in authorized areas only.

Visitor Signature (Sign on line after printing):

Date Signed (MM/DD/YYYY):

4. Office Use Only

Host Staff Signature of Approval:

Administrator Authorization Signature:

Date Approved (MM/DD/YYYY):

Assigned Visitor Badge Number: