Dear Parents and Guardians:

You are cordially invited to visit your child’s class during American Education Week on Thursday, November 19, 2015. The hours for visitation at the elementary schools are as follows:

Grades K-5  9:15 a.m. - 11:00 a.m.
Grades K-5  1:45 p.m. - 3:00 p.m.

Parents can attend for 30 minutes either in the AM or PM session.

Please note:

We will be taking some necessary precautions to be certain that our children remain safe.

★ All visitors must present personal identification at the school entrance.
★ Parents’ names will be checked against school rosters.
★ We ask you not to bring packages into the building.
★ Any other family members, such as grandparents, will only be permitted to visit classrooms with the written permission of parents or guardians.

Please complete the form below, for any visitors including yourself, whom you are authorizing to visit your child’s classroom and return it to the office by Monday, November 16th.

Since this visit is designed to let you see your child and his/her classmates at work, we ask that you help us in the following ways during your visit:

1. Please limit your stay to ONLY 30 minutes per teacher so we can accommodate all visitors. Visit ONLY your child’s classroom.
2. In order to avoid disturbing the usual classroom routine, please do not bring younger siblings with you.
3. Please sit in the chairs provided. We ask that you refrain from conversation as it distracts students and teachers.
4. Please do not bring food, drinks, or cell phones into the classroom.
5. Pictures are prohibited.

Thank you in advance for adhering to the above procedures. We look forward to seeing you on November 19th for Parent Visitation Day.

Sincerely,

Kolleen Myers
Principal

Will a parent be attending?  YES  NO
Child’s Name: ____________________________  Child’s Teacher: ____________________________
Additional Visitor’s Name: ____________________  Visitor’s Relation to Child: ____________________
Time of Visit: ____________________________  Parent Signature: ____________________________