



## VISITOR SIGN IN/SIGN OUT SHEET

All visitors *must wear a Visitor's Pass* while visiting school property, and return it to the office before leaving the building. Thank you.

SCHOOL Location: \_\_\_\_\_

Date	Name & Phone #	Room Visiting (Teacher or Area)	Time In	Time Out	Reason for Visit	Type of Visitor (Parent, Volunteer, Other)	Do You Have a Military-Connection? (Active or Retired, Spouse, etc.)