



Book CUSD Policies
Section K: School - Community Relations
Title Visitors to Schools
Code KI-E
Status Active
Adopted September 28, 2022

**Visitors to Schools
Visits, Tours and/or Observations**

Parents of enrolled pupils and parents who wish to enroll their children in the Chandler Unified School District must fill out this form to visit, tour or observe a classroom. This completed form must be submitted to the school principal/designee no less than 2 full business days before the desired visit.

The school will determine the day and time of the visit and notify the requestee. School visits should not exceed 30 minutes. Conflicts with the school schedule shall be avoided (testing, field trips, assemblies, special events, etc.). Tours will be scheduled for a time that is least intrusive to students in the classroom.

Photography or any type of digital recording will not be allowed.

Date Submitted: _____

Current Enrolled Student? Yes No

Name of Enrolled or Prospective Student(s) _____

Name of Classroom Parent / Visitor seeks to visit, tour or observe: _____

Please describe the reason for your visit, tour or observation so that the District may best satisfy your request:

Upon receiving confirmation for the requested visit/tour/observation, you must report to the school office upon arrival, present a current ID, sign-in and be issued a visitor's badge. All visitors to campus (outside of school activity) will be escorted by a school employee while on campus.

TO BE COMPLETED BY PERSON SUBMITTING FORM

Name _____ Phone Number _____

Email _____

TO BE COMPLETED BY DISTRICT PERSONNEL

Date / Time Received by School: _____ Intake Personnel: _____

Tour/Visit/Observation Scheduled for: _____ Location: _____

Assigned Staff Member: _____ Visitor Notified: _____