

Board File: IJA-E-3

GUEST SPEAKER PERMISSION FORM

Date: _____

Dear Parent/Legal Guardian:

On _____ (date), _____ (speaker's name) will be a guest speaker in my classroom discussing _____

_____. The guest speaker has been approved by the building administrator on the condition that parental approval be obtained prior to classroom participation. Thus, in accordance with Board of Education Policy/Procedure, I am asking your permission for your student to listen to this speaker. Your approval is needed for the following reason(s):

_____.

If you wish to excuse your student from listening to the guest speaker or if a signed permission form is not returned, an alternative activity will be provided. I will use the following activity as an alternative to listening to the guest speaker:

_____.

If you have questions or wish to discuss the guest speaker, please contact _____ at the following number _____. The best times to call are _____.

(Please sign and return to teacher/sponsor)

Date: _____

Name of Guest Speaker: _____

_____ (student's name) **has** my permission to listen to the guest speaker.

_____ (student's name) **does not** have my permission to listen to the guest speaker.

Parent/Guardian: _____