



LCPS Form KI-E1

Visitors to Schools: Guest Speaker Approval

The form relates to LCPS Policy and Regulation KI: Visitors to Schools. The form should be completed by any school staff member who wishes to bring a guest speaker to the school to address the study body as a whole or a particular class or classes.

The completed form should be submitted to the school principal or his/her designee at least five school days before the guest speaker is scheduled to appear at the school.

In selecting and scheduling guest speakers to come to a school or classroom, please consider the following criteria:

- Relevance and value of the speaker's presentation with regard to curricular goals;
- Approximate length, date and time of the speaker's presentation;
- Knowledge, skills and/or personal experience of the speaker as related to the topic;
- The speaker's ability to model appropriate behavior and appearance for students and to stimulate student interest in his/her topic of discussion.

I. To be completed by teacher or other staff member requesting guest speaker.

1. Name (and title) of proposed guest speaker: [Click here to enter text.](#)
2. Proposed date and time of presentation: [Click here to enter text.](#)
3. What are the educational objectives of the presentation? [Click here to enter text.](#)
4. Name of person(s) responsible for scheduling the presentation: [Click here to enter text.](#)
5. Date this completed form was submitted to the school principal: [Click here to enter a date.](#)

II. To be completed by school principal or his/her designee.

This request is

Approved

Not Approved

More information needed:

[Click here to enter text.](#)

Signed _____ Date _____