

Guest Speakers or Programs Setup by Teachers

If at any time you are scheduling an assembly or a guest speaker for the students, please use the form below to notify the office. Please turn the form into the office at least one week prior to the scheduled program (if possible). Thank you.

Today's date _____

Name of teacher setting program up _____

Date, time, and length of assembly or speaker _____

Time guest will be arriving _____
(Please have sign in at the office)

Room(s) using _____

Program subject _____

Name of speaker _____

Grades participating _____

PA standards or anchors related to program content _____