

Lunch Visitor Request Form

*This form must be completed by a student of the Highlands School who is requesting permission to receive a lunch visitor and signed by their parent. It should not be submitted by the visitor himself. Please complete this form and submit it to the Main Office **2 weeks in advance** of your requested visit. You will be notified once permission has been granted.*

Student Information

Your name _____ Circle: Male / Female
Grade _____ Homeroom teacher _____
Home phone: _____
Cell phone: _____
Email: _____

Visitor information

Visitor's name _____ Circle: Male / Female
Visitor's relation with student: Parent Grandparent Sister/Brother
 Other family member Friend

If the visit includes more than one visitor, list the additional persons below with their names and relation to you, the student.

Date of requested visit _____

Students, please read the following guidelines for lunch visitors. You are responsible for making your visitor aware of these guidelines, and for ensuring that you both are in respect of the rules.

- Visiting hours extend only to the period allotted for the student's lunch. The visitor must leave campus when the lunch period is over. If it is a female student receiving the visitor, the visit takes place between (___ - ___ AM); if a male student, the visit takes place between (___ - ___).
- The visit must take place in the student's usual place of lunch (cafeteria/assembly room or the picnic tables directly outside of the school store). Students and visitors may not walk or drive to another place on or off campus.
- Students are asked to respect the all-male or all-female nature of the lunch periods and not receive visitors of the opposite sex, with the exception of family members.

Signature of student

Date

Parents, please read the above form after all the information has been completed, and sign below to indicate consent of the visit. This form will not be accepted without a parental signature.

Signature of Parent or Guardian

Date