

Guest Speaker Request

Submit to principal at least two weeks prior to requested date of guest speaker

1. Today's Date: _____
2. Teacher hosting guest speaker: _____
3. Date of visit: _____
4. Name and background of speaker: _____

5. What criteria/process was used to select this speaker? _____

6. Organization speaker represents: _____
7. Speaker's topic: _____
8. Relationship of topic to subject matter under study and State Essential Learnings addressed:
(Please be specific) _____

9. Rooms (classes) to be included in presentation: _____
10. Comments: _____

11. Principal's signature: _____ Approved, Date: _____
_____ NOT Approved, Date: _____
Reason not approved: _____

For additional information see CSD Board Policy 2321 and 2321P, copies are available from your building administrator.