

Registrant Offender Request

- This form shall be used to document the Principal’s response to a registrant offender request to come onto school grounds.
- ~~Registrant’s are not permitted to attend activities during which other students will be present, including but not limited to plays, sporting events, open houses, and class parties. Requests shall be limited to the following reasons:~~
 - ~~Pick up and drop off the registrant’s child in the regular car line (no building entry).~~
 - ~~Building entry limited to the office area for the purpose of late drop off or early pick up of the registrant’s child.~~
 - ~~Confer with school staff concerning the academics, discipline, or placement of the registrant’s child including matter required by Federal or state law.~~
- If a registrant’s child becomes ill or injured during the school day, the registrant shall arrange to pick up the child with the Principal prior to coming to the school. For all other situations, requests shall be made to the Principal prior to the date of an authorized visit.
- Requests will be considered only from registrants who are the parent/legal guardian of a student or the person designated by the parent/legal guardian to have access to the student.
- Individuals whose request is granted shall keep a copy of this completed form with them each time they come onto school grounds.

TO BE COMPLETED BY REGISTRANT

| | |
|--|-----------------------------|
| _____ | _____ |
| <i>Full Name (first, middle, last)</i> | <i>Phone Number</i> |
| _____ | _____ |
| <i>Address</i> | <i>eMail Address</i> |
| _____ | _____ |
| <i>Date of Request</i> | <i>Requested Visit Date</i> |

Reason for request (check at least one):

- Confer with school staff concerning my child’s academic, disciplinary or placement, including matters required by federal or state law.
- Attend a school activity in which my child is participating.
- ~~Pick up or drop off my child in the regular car line.~~
- ~~Building entry limited to the office area for the purpose of late drop off or early pick up of my child.~~
- Vote in a designated polling place on school grounds

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| PRINCIPAL'S RESPONSE |
|---|
| <input type="checkbox"/> Registrant is required to provide additional information as follows: |
| <input type="checkbox"/> Registrant must follow check-in and check-out requirements as follows: |
| <input type="checkbox"/> Registrant must be directly supervised while on school grounds by the following individual(s) designated by the Principal: |
| <input type="checkbox"/> Registrant is restricted to the following designated location(s) on schools grounds: |
| <input type="checkbox"/> Registrant may only be on school grounds during the following time period: |
| <input type="checkbox"/> Request by registrant to be on school grounds is denied. |

Principal's Signature

Date

The completed form shall be kept on file at school. A copy of this completed form shall be provided to the Superintendent/designee and to the registrant.