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.