



TEACHER VISITATION DAY REQUEST

Since the teacher is allowed to take **one day** of the school year as a professional visitation day, I have:

- (1) Made arrangements through my principal/ school board chairperson,
- (2) Made arrangements for a substitute teacher for my classroom,
- (3) Arranged with the school which I am to visit,
- (4) Sent in this form to the Education Department,
- (5) And am hereby informing the conference superintendent in advance of my visitation day.

Signature of teacher _____

School being visited _____

Date of visitation _____

Date this form is mailed _____

Approved by superintendent _____

Note: Mileage reimbursement is not applicable for the Teacher Visitation Day unless the Superintendent **requires** the teacher to visit a specific school and classroom.